

### **How to submit a petition – A guide for young people up to 18 years (Addendum to the Petitions Procedure)**

If you are a group under 18 years of age who wish to raise an issue with the Council there are several ways you can do this:

- Email - [committee.services@moray.gov.uk](mailto:committee.services@moray.gov.uk)
- Post - Committee Services,  
Moray Council, Council Office, High Street, Elgin, IV30 1BX
- Contact Your Local [Councillor](#)

Simply write down the issue you wish to raise making sure that you provide enough information to allow the Council to understand the background to your issue and what, if anything, you would like the Council to do about it. Please use no more than 250 words. This process is called raising a Petition. You need to get at least 20 members or more of your group/class who agree with your petition to put their name to it and then you should ask an adult, either a Head/Depute/Guidance Teacher or Group Leader (for example a scout or club leader) to countersign your petition to confirm that the lead Petitioner and those who have signed the petition attend the school or are members of the Group in Moray.

A template petitions form is attached for your use.

#### **About the petition topic**

The Council can only consider issues that it has responsibility for or relates to something the Council does or a service it provides.

You should not name any individual, including people who work for the Council, any of their family members, other people outside the Council or include information that may easily identify people. Petitions cannot be accepted where the topic relates to a particular individual's case being dealt with by the Council or issues that are covered by legal processes, eg planning or licensing applications. It could be that our Complaints Procedure can be used for an individual concern.

#### **Submitting your Petition**

Please make sure that you include all the information you want the Council to consider with the petition. It is recommended that you keep a copy of the petition as, if it goes missing, the Council cannot accept responsibility for items lost or delayed in the post.

You will receive a letter or email from Committee Services saying that your petition has been received within 14 days.

It will then be processed by Committee Services who will forward it to the relevant Head of Service (council manager) and after that you will be contacted by that Service who will advise you of what will happen next.

