



PETITION

Guidelines for the Community

When does the Council identify a document as a Petition or Joint letter?

For a document to be classified as a petition or a joint letter, it must:

- Be in writing (not pencil), typed or printed
- Be signed by at least 5 people
- Contain the request of the petitioners or signatories
- Clearly state the full name and address of every signatory
- Be signed by the persons whose names and addresses are appended to it
- Contain a clear description of the purpose of the petition or joint letter

Petition or Joint letter contains more than one page?

- Where a petition or joint letter contains more than one page, each page must be headed with the full details of the request.
- Any signature appearing on a page which does not bear the full details of the petition or request may not be considered by Council
- Every page of the petition or joint letter must be a single page of paper

Will everyone that signs the Petition or Joint letter receive a response from the Council?

The petition must nominate a contact person. Council will reply to the contact person nominated. If no person is nominated, Council will reply to the first person whose signature appears on the petition or joint letter. The Council will not reply to every person on the petition or joint letter.

Who do I submit a Petition or Joint letter to?

A petition or joint letter must be submitted electronically or in printed form to the Council.

- A petition or joint letter can be delivered to the Council in person or by post to Mitchell Shire Council, 113 High Street Broadford VIC 3658.
- Emailed to: mitchell@mitchellshire.vic.gov.au

PETITION: Title of Petition

We the undersigned, petition the Council to *(Please print a clear and concise statement identifying the action required):*

For the following reasons

Petition Organiser:
*(Insert petition contact name)
(insert address, email address & phone number)*

NAME <small>(Please print name)</small>	ADDRESS <small>(Please write full address)</small>	SIGNATURE <small>(Petitioner must sign his/her name)</small>

No. of petitioners per page _____