

## PETITION INFORMATION SHEET

### **What is a petition?**

A petition is a formal, written request featuring the signatures of at least 10 people, appealing to an authority for a particular cause.

### **Factors to consider prior to creating a petition**

Prior to creating a petition, find the right person who can influence or make the decision and ask the decision maker if there are any petition rules. Although many petitions do not need to comply with any guidelines, it is best to check first.

### **General guidelines for writing and running a petition**

- Keep your petition short and precise
- Explain your topic and point of view
- Ensure language used throughout is respectful
- Include specific, focused requests in your petition text
- Be transparent, so others can commit to your cause
- Think locally if this is a community focused petition
- Make suggestions that are rational and reasonable

### **Proof your petition for clear communication**

Check your petition and make sure that it is short, straight to the point and describes the relevant circumstances. Ensure that it suggests *what* is needed and clearly explains *why* it is needed.

### **Promoting your petition**

How you promote your petition will have a significant impact on the outcome of your campaign.

- Contact local media groups, explaining how your petition could positively impact the community
- Utilise your social networks, but do not spam
- Speak to neighbours, go door-to-door and speak to community groups
- Speak to people who you think might support your specific cause
- Use online sites to generate further signatures

After you have the desired number of signatures to submit your petition, make a copy to keep for your records. Bear in mind that a petition may only be one step to getting things going in the right direction, but with a succinct and compelling petition, you will generate supporters who will also make an effort to evoke change.

**PETITION TO THE LOCAL**

Dear

We, the undersigned hereby respectfully request the

Please direct all correspondence regarding this request to the Chief Petitioner identified.

**Chief Petitioner:**

Name:

Address:

Contact Phone:

Total Number of Signatures:

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Chief Petitioner Name

-----  
Chief Petitioner Signature

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Date

Name	Email Address	Signature