



## How to Petition Douglas City Council

Douglas City Council welcomes petitions and recognises that petitions are one way in which people can make the Council aware of matters of public concern. Any person who lives, works or studies in Douglas may organise, submit or sign a petition.

All petitions received by the Council will be acknowledged within 10 working days of receipt.

### Submitting a Petition

Paper petitions should be sent to:

The Democratic Services Officer  
Democratic Services  
Douglas City Council  
City Hall  
Ridgeway Street  
Isle of Man  
IM99 1AD

Petitions may also be delivered by hand by prior arrangement with the Democratic Services Officer via:

- Email: [democraticservices@douglas.gov.im](mailto:democraticservices@douglas.gov.im)
- Telephone: 696300

A petition is one of several methods by which your concerns may be raised with the Council. Depending on the nature of the matter, residents may alternatively wish to contact their local Councillor, submit a service request, or use the Council's complaints and feedback procedures:

[Compliments, Feedback and Complaints – Douglas City Council – Isle of Man](#)

### Requirements for a Valid Petition

A petition submitted to the Council should include:

- a clear and concise statement setting out the subject matter of the petition;
- details of the action the petitioners wish the Council to take; and
- the names, addresses, and signatures of those supporting the petition.

There is no statutory minimum number of signatures required for a petition to be accepted, however the Council will only consider a petition with at least 5 signatures.

Petitions must also include the name and contact address of the petition organiser. The organiser will be treated as the principal point of contact for correspondence relating to the petition.



## **Petitions which may not be Accepted**

The Council reserves the right not to accept petitions which it considers to be:

- vexatious;
- abusive;
- defamatory; or
- otherwise inappropriate

Where a petition does not comply with these guidelines, the Council may decline to take further action and will provide written reasons to the organiser.

During periods immediately preceding an election, the Council may amend the manner or timescale in which petitions are handled in order to comply with electoral restrictions and good governance requirements.

## **Consideration of Petitions**

Upon receipt, the Council will determine the appropriate course of action having regard to the subject matter of the petition.

Where a petition relates to:

- a planning or licensing application;
- a statutory process, including byelaws; or
- a matter subject to an existing right of appeal,

the petition may be dealt with under the relevant statutory procedure.

Where a petition is submitted as part of a public consultation exercise conducted by the Council or the Isle of Man Government, the petition will be considered alongside other consultation responses and may not receive a separate response.

The Council may verify the authenticity of names and addresses appearing on any petition received.

A copy of the petition may also be circulated to:

- the relevant local Councillor(s); and
- the Leader of the Council.

## **Council response**

The Council will ordinarily provide a substantive response to the petition organiser within 28 days of receipt, setting out:



- any action taken;
- any action proposed; or
- the reasons why no further action is considered appropriate.

Where the subject matter of the petition falls outside the Council's functions or statutory powers, the Council may refer the petition to the relevant public authority, government department, or local authority and advise the organiser accordingly.

### **Further Information**

Further advice regarding petitions, contact Democratic Services:

- Telephone: 696313
- Email: [democraticservices@douglas.gov.im](mailto:democraticservices@douglas.gov.im)

Residents may also raise concerns with their local Councillor.



## Petition to Douglas City Council (Cover sheet)

Please complete this form using block capitals

**Subject of Petition:** .....

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### Contact details of Petition Organiser: -

**Name:** .....

**Address:** .....

.....

**Telephone No.**

**(Day)**.....

**Email:** .....

### Brief Statement of the action the petitioners wish the Council to take.

(Note: This wording should also appear on each sheet of the petition)

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**Total number of signatories:** .....

**Date petition submitted to Douglas City Council:** .....

**Date petition received (for office use only):** .....

All personal data obtained through this petition shall be processed strictly in accordance with the Douglas City Council's data protection policies and statutory obligations.

