**TO THE COUNCIL OF THE CITY OF WHITTLESEA**

**We, the undersigned, residents and ratepayers of the City of Whittlesea, request the Council to:**

*<< Insert details here of what is being requesting of Council. This wording must appear at the top of every page of the petition and must not exceed 200 words in length >>*

**Lead petitioner details *[please print]***

| **Name:** |  | | | |
| --- | --- | --- | --- | --- |
| **Address:** |  | | | |
| **Telephone / Mobile:** |  | | | |
| **Email:** |  | | | |
| **Signature:** |  | | | |
| Do you as head petitioner or representative of the head petitioner give consent for your name to be published in a Council Meeting Agenda and Minute document. | | Yes **☐**  No **☐** | Do you give consent to your name, address, contact phone number and email address being provided to media outlets if requested? | Yes **☐**  No **☐** |

|  |  |  |
| --- | --- | --- |
| **Full Name *[please print full name]*** | **Full Address *[must provide full address]*** | **Signature** |
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|  |  |  |
| --- | --- | --- |
| **Full Name *[please print full name]*** | **Full Address *[must provide full address]*** | **Signature** |
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**Please Note:**

1. Petitions should be addressed "to the Council".

2. A petition must:

* include the full name and address and contact details of the head petitioner;
* include the **full name** and **full address** of each person who signs the petition to be counted as a valid signature; (eg: John Smith 12 Citizen Drive South Morang 3752) (please see our website for rules about signatures which includes where a person is unable to sign due to illness or disability);
* only have each individual sign this Petition once (ie. one person can’t sign multiple times); and
* refer to a matter which is within the power of Council to address in accordance with Governance rule 48.

3. A petition should preferably be in English or alternately be accompanied by a certified translation.

4. Please do not:

* attach letters or other documents to the petition or joint letter;
* paste or attach signatures to the petition or joint letter, or incorporate photocopies of names;
* sign, or allow anyone else to sign, on behalf of another person.

5. Where a petition consists of more than one sheet, ***each sheet must be headed with the details of the petition.***

1. Each sheet should be numbered Page 1 of [total number of pages].
2. Each petitioner signing the petition should be numbered in sequence commencing on each page with the number 1(one) so as to identify the number of signatures on each page.
3. All correspondence in relation to the petition or joint letter will be addressed to the head petitioner. It is the head petitioner’s responsibility to update the rest of the petitioners in relation to the matter.
4. The Council meeting will be livestreamed and it will be assumed that you have provided consent to having your details featured in the broadcast and recording of the Council meeting.
5. Please note that the contents of this form will be maintained in accordance with the *Public Records Act 1973* and *Privacy and Data Protection Act 2014.*