# *<<Please overtype this red text with title of petition>>*

**Head petitioner details**

| **Name:** |  |
| --- | --- |
| **Address:** |  |
| **Telephone / Mobile:** |  |
| **Email:** |  |
| **Signature:** |  |

**Petition Details**

|  |  |
| --- | --- |
| **Number of signatories** |  |
| **Date submitted to Council**  |  **/ / 20** |
| **Submission method** | [ ]  In personWhitehorse City Council379-399 Whitehorse RoadNUNAWADING VIC 3131[ ] MailGovernanceWhitehorse City Council Locked Bag 2NUNAWADING DELIVERY CENTRE 3131[ ]  Email governance@whitehorse.vic.gov.au |

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| --- | --- | --- |
| **Full Name** *(Head petitioner to complete Line 1)* | **Full Address** | **Signature** |
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**Please Note:**

1. A valid petition must:

* be written (other than in pencil or erasable ink), typed or printed
* contain the request of the petitioners or signatories
* include the full name, street address and contact details of the head petitioner
* be signed by at least 12 people and include the full name and street address of each signatory
* only be signed by residents of Victoria
* only be signed once by each individual
* not relate to a matter outside the duties, functions and powers of Council
* not concern a matter that has been previously addressed

2. Please do not:

* attach other documents to the petition
* paste, staple, pin or otherwise attach signatures to pages of the petition
* sign on behalf of another person, except in cases of incapacity or sickness

- as doing any of the above will invalidate the petition

3. Where a petition consists of more than one page, each page must be headed with the petition request. Any signature appearing on a page not containing these details will not be considered by Council.

4. Each sheet should be numbered Page 1 of [total number of pages].

5. Each signatory should be numbered in sequence commencing with the number 1 (one).

1. All correspondence in relation to the petition will be addressed to the head petitioner. It is the head petitioner’s responsibility to update other petitioners in relation to the matter.
2. If you will be speaking in support of the petition at the Council meeting where the petition will be tabled, the meeting will be livestreamed and it will be assumed that you have provided consent to being featured in the broadcast and recording of the Council meeting.
3. Where a petition relates to a current planning application, the petition will be considered as an objection in accordance with the *Planning and Environment Act 1987* and will not be tabled at a Council meeting as a separate matter.
4. If a petition relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.