

COUNCIL MEETING – DEPUTATION/PETITION REQUEST FORM

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| NAME OF DEPUTATION/PETITION LEADER: |
| ADDRESS: |
| TEL: | E-MAIL: |
| Name and contact details of other proposed attendees (maximum of 6 plus deputation leader):  |
| **Does any member of the deputation have access requirements? If so, please tell us what they are:** |
| **Have you submitted a deputation request to the Council before? If so, please give details:** |
| **Please summarise below the key points you wish to make at the Council meeting (continue on a separate sheet if necessary):** (see guidance notes overleaf) |
| **GUIDANCE FROM THE COUNCIL’S** [**CONSTITUTION**](http://democracy.camden.gov.uk/ieListMeetings.aspx?CId=667&Year=0&info=1http://www.camden.gov.uk/ccm/cms-service/stream/asset/?asset_id=3390520&) **\*****Making a deputation request**Anyone likely to be affected by a matter in which the authority has functions, or which affects the borough or part of it can ask to make deputation to a meeting of the Council (i.e. ask to address a Council meeting).The request must be made in writing and must arrive no later than 12 noon five calendar days before the meeting to which it relates. The request must say what the deputation is about, the number (no more than seven), names and addresses of the people who will form the deputation, and the name of the member of the deputation who will actually address the Council.Once the deadline for receipt of deputations has passed, the Mayor will decide whether your deputation is to be heard or not, or whether it would be more appropriate for it to be heard by another body.**At the meeting**If the Mayor agrees to hear your deputation it will be heard shortly after the start of the Council meeting and, when called, the spokesperson may speak for up to three minutes. The remarks must relevant to be subject matter and the speaker must refrain from personal attacks.After the deputation has been heard, Councillors present may ask questions, and three minutes is allowed for this. The appropriate Cabinet Member or committee chair will then have up to three minutes to respond.Please note that no deputation can appear before the Council again within three months on the same or a similar subject.**Making a request to present a petition**Any councillor, or any other person, can present a petition to a Council meeting on a matter in which the authority has functions, or which affects that the borough or part of it.Anyone wishing to present a petition must give notice of this no later than five calendar days before the meeting that they wish to present it to.**At the meeting**If the Mayor agrees to receive your petition, you will be heard shortly after the start of the Council meeting and, when called, the spokesperson may then hand in the petition and speak for up to three minutes about the purpose of the petition, after which Councillors present may ask questions. The appropriate Cabinet Member or committee chair will then have up to three minutes to respond. |
| **Data Protection - What will we do with the information that you have provided to us?**The Council has a legal duty to allow public access to its formal meetings (except in limited circumstances where the press and public may be excluded) and we are processing the data that you have provided in order to deal with your request to make a submission to one of those meetings. We will only process the information provided to us for the purpose for which you have provided it.Your name and address may appear in the papers of the council, committee or sub-committee meeting that you have requested a submission to. These papers are freely available on the Council’s website and in hard copy from the Council’s offices.We will not transfer your personal data outside of the EU/EEA.Full the full privacy notice, please visit <https://www.camden.gov.uk/deputations> |
| Please return this form by email to vicky.wemyss-cooke@camden.gov.uk or by post to:-**Vicky Wemyss-Cooke****Committee Services****London Borough of Camden****Town Hall****Judd Street****London, WC1H 9JE**Enquires: 020 7974 5726 |

\* Part 4 of Camden’s Constitution, ‘Procedure Rules and Standing Orders’