

Hillingdon Council's Residents' Petition Scheme 2026



Introduction

Hillingdon Council welcomes petitions as an important way for residents to:

- Raise concerns
- Influence decisions
- Take part in local democracy

The Council will:

- Take all petitions seriously
- Provide clear and timely responses
- Be transparent in how petitions are handled
- Ensure residents can engage meaningfully with decision-makers

This Scheme explains how petitions can be submitted to the Council, how they will be validated and how they will be considered.

What is a petition?

A petition is a request asking the Council to take action on an issue. It is supported by a number of people who sign to show they agree.

Who can submit a petition?

- Anyone can submit a petition, regardless of age
- The Lead Petitioner must live in the Borough
- Only signatures from Borough residents will count

How to submit a petition:

- By post or in person – send or deliver a paper petition
- By email – send a scanned copy of a paper petition
- Online (Council website) – use the Council's e-Petition system
- Other online platforms – use recognised e-petition websites (subject to validation)

Where to send petitions:

- By post to the Head of Democratic Services, Civic Centre, Uxbridge, UB8 1UW
- By email to: democratic@hillingdon.gov.uk
- Or start one online: www.hillingdon.gov.uk

You will receive an acknowledgement within **5 working days**.

A valid petition will:

- Clearly explain the issue (or include an application number)
- State what action you want the Council to take

- Include the name and contact details of the Lead Petitioner
- Meet the required number of valid signatures of borough residents (in most cases)
- Paper petitions must include names, addresses and signatures
- Online petitions must show that signatories live in the Borough (where this can be verified)

Petition types, thresholds and outcomes

There are different types of petitions the Council may consider. Each type has a different number of signatures required, depending on how significant the issue is and who is responsible for making the decision, including where statutory processes apply:

Number of signatures	Type of issue	What happens
Fewer than 50	Any issue	Treated as a service request or planning representation and will be responded to by the relevant service.
50 or more	Local issues (e.g. street or neighbourhood matters)	Considered by a Cabinet Member, who will respond and / or arrange a site visit / considered as part of a consultation
50 or more	Planning applications	If being determined by: • The Hillingdon Planning Committee – the Lead Petitioner may address the Committee • A Planning Officer – the petition will be considered and you will be notified of the outcome.
500 or more	Borough-wide issues (e.g. policies or services affecting the whole Borough)	Considered by the Cabinet Member / or as part of a consultation
No minimum requirement	Licensing matters (e.g. alcohol, gambling, street trading)	Treated as formal representations under licensing laws or policies
Other petitions (incl. referendums)	Issues that don't fit above	The Head of Democratic Services, in consultation with the Leader of the Council to determine how best to respond.

Notes

- Paper and e-Petitions may be combined to maximise the number of signatories, but only if from the same lead petitioner and on exactly the same matter and wording.
- e-Petition requests on the Council's website facility will be reviewed within 5 working days before going live and will remain active for a maximum of 1 month to collect signatories (or a shorter timeframe should it relate to a matter where a decision is expected sooner).

Cabinet Member petitions

For petitions about Council services or policies, the petition will be reviewed by the relevant Cabinet Member who will decide how best to respond:

- A written response from the Cabinet Member, or
- A site visit by the Cabinet Member with relevant officers
- If the matter is, or will shortly be, subject to public consultation to consider it as part of that process.

Timescales

- Lead petitioners will receive a written response from the Cabinet member within **20 working days**
- If required, a site visit will be held **within 8 weeks**
- Consultation: upon consideration and decision on the matter

Who does what

Democratic Services will:

- Validate and acknowledge petitions within **5 working days**
- Advise on what happens next
- Notify Cabinet Members, Ward Councillors and Service Areas
- Keep a record and publish outcomes
- Oversee compliance and governance

Service areas will:

- Investigate the issue
- Prepare advice and draft the Cabinet Member response to be sent within **20 working days**
- Arrange and support site visits if required
- Respond to follow-up queries from petitioners

What we publish

For transparency and tracking progress, the Council will publish (where appropriate):

- The petition title and summary (without personal data or names)
- The Cabinet Member responses
- Site visit outcomes

Planning petitions

When a petition relating to a planning application is received Democratic Services will

- Acknowledge it within **5 working days**
- Confirm whether the application will be decided by a Planning Committee, or a planning officer.

All petitions received are then recorded on the public planning file (all personal information is redacted)

Planning Petitions - threshold and outcome

Signatures	Outcome
Under 50	Treated as a planning representation
50+	Either: • Speak at Planning Committee, or • Considered by a planning officer

Where an application is submitted to the Planning Committee for determination.

The Lead Petitioner will be contacted (usually one week before the meeting) and invited to attend and speak.

Who can speak:

- Lead Petitioner – up to 5 minutes
- The applicant / agent – up to 5 minutes (if not the lead petitioner)
- Ward Councillors – up to 3 minutes
- Conservation Panel Representative (where relevant) – up to 5 minutes

Where multiple petitions are received relating to the same application the Chair may adjust speaking times. There is no automatic right for each petition to have a separate speaking allocation.

Guidance for speakers

- Speaker names must be submitted in advance
- Speakers may nominate a representative to speak on their behalf
- All statements will be public and usually broadcast live
- Any person entitled to speak may submit a written statement (up to 750 words) instead of speaking

Written statements:

- Must be submitted at least 48 hours before the meeting
- Will form part of the public record and read out at the meeting

Additional information may include:

- Presentations / photos (max 5 photos – or 5 photos on PowerPoint)
- Videos (max 2 minutes no sound - mp4 file)
- Supplementary documents

Such material:

- Must be submitted at least 48 hours before the meeting
- Will only be considered at the Chair's discretion

Second opportunity to speak:

- Where a petition has already been presented on an application to Committee. if the matter is deferred and reconsidered a new speaking opportunity will not automatically be granted. To speak again a new valid petition must be submitted.

Where the application is to be determined by an officer

- The petition will be sent to the relevant planning officer and will be considered as part of the planning officer's assessment and as a representation.

- There is no right to speak
- The lead petitioner will be notified of the decision and outcome.

Timing of sending in petitions

Petitions should ideally be submitted during the statutory consultation period for the planning application, particularly if to be determined by a Planning Officer so it can be taken into account.

Where an application is to be considered by Planning Committee:

- Petitions should normally be received at least 48 hours before the meeting
- Late petitions will only be accepted in exceptional circumstances, at the Chair's discretion

Licensing petitions

- Any petition is treated as a formal representation
- There is no minimum number of signatories for such petitions
- Petitioners will be advised on the course of action
- Petitions must be submitted during the relevant consultation period only
- Petitioners may take part in licensing sub-committee hearings
- Speaking rights and process follows relevant licensing procedures

Petitions received below thresholds

- Such petitions will be treated as requests or planning representations
- The petition will be passed to the relevant service
- The petition will be responded to appropriately by the service area
- Ward Councillors will be notified of the receipt.

Other petitions (including referendums)

If a petition does not clearly fit into the main categories, it will be considered by the Head of Democratic Services, in consultation with the Leader of the Council, who will determine the most appropriate course of action. Petitions requesting a referendum are subject to separate legal requirements and will be considered in line with the relevant legislation.

Petitions we cannot accept

As determined by the Head of Democratic Services, any petition received (or requested as an e-Petition on the Council's website) will not be accepted (and, therefore, rejected) where it falls into one or more of the categories below:

Category	Reason
Council remit and powers	The issue is outside the Council's responsibilities, or the action requested is unlawful or not deliverable within approved budgets
Alternative processes	The matter is subject to a separate statutory or formal process (e.g. planning appeals, Ombudsman, licensing), or would be better dealt with through an existing Council process or complaint route.
Recent or duplicate matters	The petition seeks to overturn a democratic decision taken within the last 12 months without significant new evidence or repeats (or is significantly similar to) a previous petition submitted without material change and considered within the last 6 months.

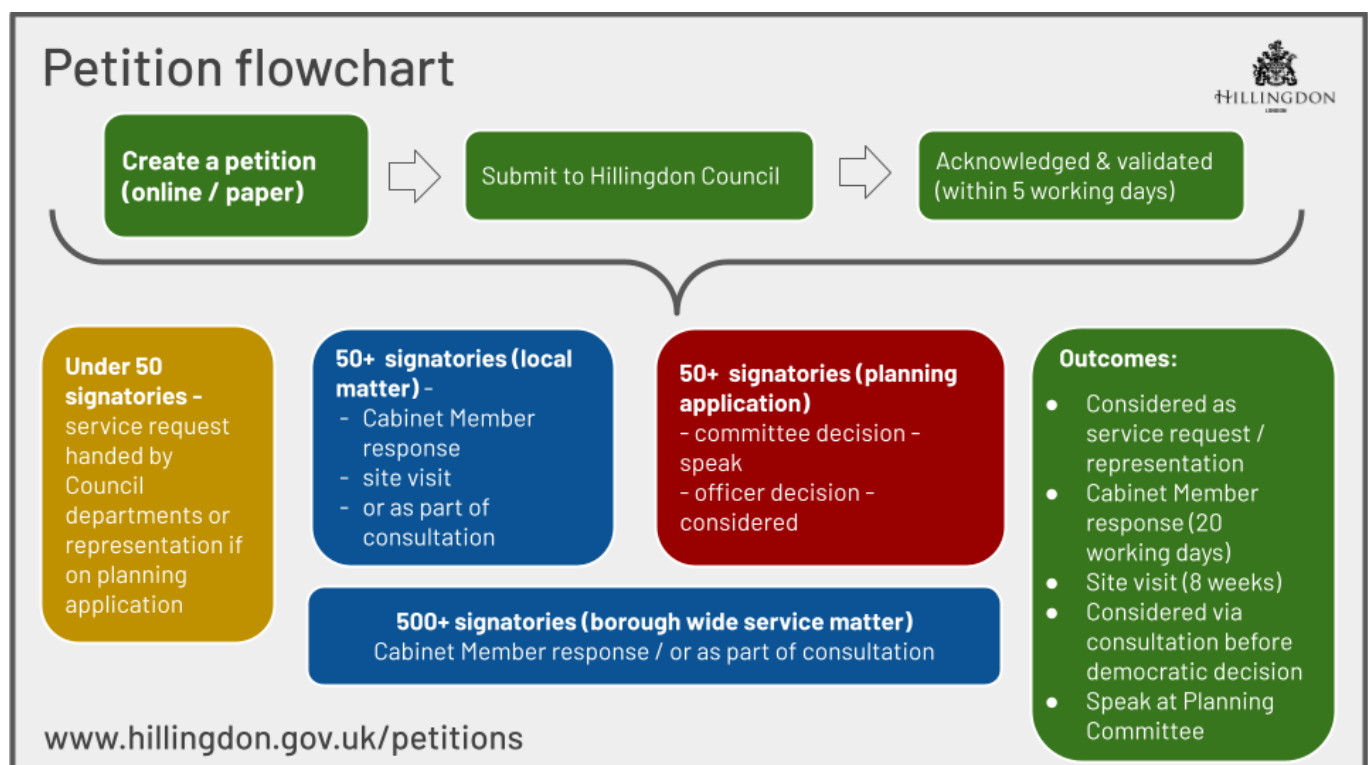
Already agreed actions	The matter has already been agreed or is being delivered through approved Council programmes or decisions.
Content and relevance	The petition does not clearly state the action requested, relates to individual staff, Members or personal matters, or is not relevant to the Borough or its residents
Confidentiality	The petition would require the public disclosure of confidential, exempt or personal information
Conduct and appropriateness	The petition is vexatious, abusive, defamatory or frivolous
External campaigns	The petition has been generated by external organisations or campaigns and is not specific to Hillingdon, e.g. model petitions
Election period / governance matters	During election periods, petitions may be deferred or handled differently; petitions about Member conduct will be referred to the appropriate complaints process and Monitoring Officer

If a Petition is not accepted:

- The petitioner will be informed why.
- Alternative options will be provided where possible.

Appeal and Review

There is no right of appeal against outcomes under this Scheme. Where petitions relate to statutory processes (e.g. planning or licensing), any appeal rights are exercised through those separate legal routes. The petition process therefore represents a direct and final form of democratic engagement on the matter. This Scheme will be reviewed regularly to ensure it remains clear, effective and aligned with best practice, supporting modern and accessible ways for residents to engage with the Council.



This petition scheme forms part of the Council's Constitution.
 Petition Scheme approved by the Full Council: 9 July 2026.