

**The National Assembly for Wales**  
**Public Petitions Template**

1. NAME OF PRINCIPAL PETITIONER	Guidance Notes (Please read before completing the form)
	<p>Please insert your name or, in the case of a petition being presented on behalf of a group e.g. a community council, the name of the person who is to represent the group and who will be the Committee's contact in regard to the petition.</p>
2. TEXT OF PETITION	
<p><b>Individuals:</b>  We call upon the National Assembly for Wales to</p> <p><b>Corporate bodies:</b>  [NAME] .....calls upon the National Assembly for Wales to</p>	<p>The petition should clearly state what action the petitioner wishes the Assembly to take. Please limit this statement to 50 words. Additional information is welcomed, but please provide this separately, as detailed in Section 4 below.</p> <p><i>eg 'We call upon the National Assembly for Wales to urge the Welsh Assembly Government to abolish tuition fees for Welsh domiciled students studying at Welsh higher education institutions.'</i></p>

<b>3. ACTION TAKEN TO RESOLVE ISSUES OF CONCERN BEFORE SUBMITTING THE PETITION</b>	
	<p>When submitting your petition, petitioners it would be helpful if petitioners could outline any previous attempts to resolve the issues of concern by, for example, making representations to the Welsh Assembly Government or seeking the assistance of locally elected representatives (e.g. councillors, AMs, MPs). Please provide a summary of the action taken to resolve your concern including details of elected representatives approached.</p>
<b>4. ADDITIONAL INFORMATION</b>	
	<p>Please provide any additional information relevant to your petition and set out the reasons why you consider the action requested to be necessary. This information will be made available to Members of the Committee prior to its consideration of your petition and should be limited to <b>no more than two sides of A4</b>. If you wish to use the e-petition system your additional information will be posted on the web page.</p>

<b>5. DO YOU WISH YOUR PETITION TO BE HOSTED ON THE ASSEMBLY'S WEBSITE AS AN E-PETITION?</b>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>If "Yes" please enter a closing date for gathering signatures on your petition.</p>	<p>Before formally submitting a petition, petitioners may wish to use the Assembly's e-petition system to promote their petition. This allows a petition to be hosted on the Assembly's website for an agreed period, providing an opportunity to attract a wider audience and gather more names in support of the petition. When the period for hosting the e-petition ends, it is then formally submitted to the Petitions Committee for consideration in the usual way.</p> <p>If you wish to use the e-petition system, you should submit the completed template by e-mail to <a href="mailto:petition@wales.gsi.gov.uk">petition@wales.gsi.gov.uk</a></p>
<b>CLOSING DATE</b>	
	<p>We recommend a period of between four and eight weeks. The period for which the petition is open to receive signatures is known as the 'petition period'.</p>

6. ADMINISTRATIVE INFORMATION (NOT FOR WEBSITE)		
<b>Name</b>		
<b>Address</b>		
<b>Telephone number</b>	<b>Landline</b>	<b>Mobile</b>
<b>E-mail address</b> (This allows the Committee to correspond efficiently and quickly with petitioners)		
<b>Organisation on whose behalf the petition is raised</b> (If applicable)		

Please provide as much of the requested information as possible. This information is necessary for the administration of your petition. Please, in particular, provide a contact telephone number and e-mail address if you have one. This will enable the clerking support team to the Petitions Committee to contact you quickly and efficiently in regard to your petition if necessary.  
**These details will not be published.**

An electronic version of the petition is much appreciated as this allows the swift and easy posting of it on to the website.

<b>STATEMENT TO THE COMMITTEE:</b>
Should the Committee consider it necessary, in order to broaden its understanding of the petition, it may invite a petitioner to give oral evidence before it.
If so invited, would you be willing to attend?
<b>YES</b> <input type="checkbox"/>
<b>NO</b> <input type="checkbox"/>

**PRINCIPAL PETITIONER CONFIRMATION:**

When completed electronically, your email will act as confirmation of acceptance.

I am satisfied that this petition meets all the criteria outlined in the terms and conditions

**Signature** ... ..

**Date** ..... ..

**COMPLETED FORMS / CONTACT**

Please contact the Petitions team should you wish to discuss any aspect of this process. The team can be contacted at:

The Petitions Committee  
The National Assembly for Wales  
Cardiff Bay  
CF99 1NA

**Tel:** 02920 89 8998

**Email:** [petition@wales.gsi.gov.uk](mailto:petition@wales.gsi.gov.uk)

We particularly welcome written correspondence via email.