

## Preparing a Paper Petition for Signatures

For your petition to be considered compliant, the following steps must be followed before you commence collecting signatures:

- ✓ At the head of each page, there must be a heading indicating the subject matter.
- ✓ Each page on which signatures are to be collected, must include a brief statement at the top of the page providing details of:
  1. the subject matter, and
  2. the action requested.



## Preparing a Paper Petition for Submission

Before you lodge the signed pages of your petition:

- ✓ Ensure the end of your petition includes a statement detailing:
  1. The total number of signatures collected.
  2. Your full name and address.
  3. You have signed the statement.



## Lodging your Paper Petition

Your petition should be provided to:

- ✓ A Councillor, or
- ✓ Councils' General Manager

Your completed and signed petition can be lodged using one of these methods

1. Hand delivered to Council Chambers, 13 Smit Street, Longford
2. Post to PO Box 156, Longford TAS 7303
3. Email to [council@nmc.tas.gov.au](mailto:council@nmc.tas.gov.au)