This ILiS Easy Read DIY guide:

- Introduces the Scottish Parliament Public Petitions System.
- Tells you how you can use it to help you gain your rights as disabled people.
- Tells you where you can find more information.

This guide is in seven parts:

1. What is the public petitions system?
2. How can the public petitions system help me?
3. Examples of petitions
4. What can I do?
5. How do I send in a petition?
6. Checklist for action
7. Where can I get more information?
1. What is the public petitions system?

A petition is a formal request asking for support. A petition can be written and sent on paper. It can also be created as an e-petition on the internet. People write petitions about issues they care about like health, transport and education.

The Scottish Parliament Public Petitions System is run by a committee of the Parliament called the Public Petitions Committee.

1. How can the public petitions system help me?

Many disabled people get angry or frustrated when things like travelling to work or getting access to information are difficult. The first step is to try and sort this out with the service provider.

A petition may not sort your own local problem straight away. It may mean much bigger changes happen for disabled people in the future.
3. Examples of petitions
Here are some examples of petitions that have been sent to the Committee.

Example 1 – The charity Disability Concern Glasgow wrote a petition. They asked the Government to use research recommendations to change things for disabled people. The Committee asked Scottish Government Ministers to respond to the concerns raised by the petition.

Example 2 – A group called PAMIS and Learning Disability Alliance Scotland asked for more public toilets with changing facilities for disabled adults. The Committee wrote to Local Councils and people who run shopping centres about this issue.

4. What can I do?
You send a petition to the Scottish Parliament Public Petitions Committee to try and change something that you see as a problem. You can do this yourself or as part of a group. A petition can be in any language including Braille. The Clerk (secretary) who supports the Public Petitions Committee can give you advice.
5. How do I send in a petition?

Your petition must follow these rules:

- It must be about issues the Scottish Parliament is responsible for. These include health, housing, transport, education, the law, local government, social work and public services.

- It must be about national, not local issues.

- It must show that other people will benefit from what you are asking for.

- It must show that you have already tried to solve the problem at a local level.

- It must not ask the Committee to make decisions about personal issues for you.

- It must not cover issues that are already being looked at by a court or the legal system.

- It must not cover issues that you have already raised with the Public Petitions Committee.

- It must not use offensive language or make negative comments about individuals.

- It must not contain untrue statements or information which is subject to a court order.
6. Checklist for Action

There are five steps to putting forward a petition:

- Identify the issue you want to raise. Put this in the main part of your petition. State clearly what action you want the Parliament to take.

- Double check the lists in the section above to make sure your petition meets the rules.

- Include the name of the main person or the organisations putting in the petition.

- Give all the information about your petition. Give the reasons why you think the petition is needed.

- Describe the actions you have already taken to try and fix the problem.

7. Where can I get more information?

The Public Petitions Committee website has lots of information in many formats including a BSL video: [www.scottish.parliament.uk/S3/committees/petitions/index](http://www.scottish.parliament.uk/S3/committees/petitions/index).

There is also a template showing you how to send a petition: [petitions_template](#)
You can contact the Clerk to the Public Petitions Committee using these details:

The Scottish Parliament,
EDINBURGH, EH99 1SP

Email: petitions@scottish.parliament.uk
Fax: 0131 348 5601
Text: 07786 209888
Telephone: 0131 348 5186,
Text phone: 0131 558 7676.

Space for your notes