

GUIDE TO SUBMITTING WRITTEN VIEWS ON A PETITION

This guide explains how to submit your views on a petition to the Public Petitions Committee.

Most petitions are open for signatures and comments for a period of up to six weeks after the petition is first published. During this period, you can add a comment on the petition and indicate whether or not you agree with what it asks for. If you do agree with a petition you can also add your signature.

If you find out about the petition after this six-week period, or if you would like to make a more substantive submission, you are able to do so at any time.

However, before you make a submission there are some things that we would like to make sure you know.

How we will treat your submission

The Parliament's [privacy notice on submitting your views to a committee](#) explains how we will treat your submission. Read this first and if you have any questions, contact the Committee clerks **before** sending in your submission. Key considerations include making sure your submission is relevant to the action a petition calls for and being careful not to include information that could identify other people. To make sure the process is as open and transparent as possible, we usually publish written submissions that we receive.

As the rules explain, the Parliament has legal responsibilities for the information it publishes. There are some things that we may not be able to publish, for example, if a submission reproduces information that is protected by copyright or if a submission contains links to webpages where we cannot be assured of the content (such as news articles that allow comments).

General advice on your submission

The purpose of a submission should be to explain your views to the Public Petitions Committee. It will help the Committee if you say **why** you have a particular view on a petition, **what** action you think they should take on a petition and **who** the Committee could ask for more information.

Setting out your views in your words is the best way to make sure the Committee understands your position. Your submission should not include copies of letters or emails between yourself and other people, or between people other than yourself.

Finally, the length of your submission is important. Aim for a maximum of 4 pages of A4 or the equivalent (which is about 2,500 words).

Next steps

If you want to make a submission, or have any questions, please just get in touch with the petitions team at petitions@parliament.scot.