



**THE HIGH SPEED RAIL  
(LONDON – WEST MIDLANDS) BILL: HOW TO PETITION  
AGAINST A HYBRID BILL IN THE HOUSE OF LORDS**

**PETITIONING KIT GUIDE**

## CONTENTS

CONTENTS .....	2
WHAT IS THIS DOCUMENT? .....	1
WHAT IS A HYBRID BILL? .....	1
HOW DO I HAVE MY OBJECTIONS HEARD? .....	2
WHAT IS A PETITION?.....	2
WHO MAY PETITION? .....	2
I AM UNDER 18 AND I WOULD LIKE TO PETITION. MAY I? .....	3
I DID NOT PETITION THE HOUSE OF COMMONS, MAY I PETITION THE HOUSE OF LORDS? .....	3
I PETITIONED IN THE HOUSE OF COMMONS, DO I NEED TO PETITION AGAIN? .....	3
WHEN SHOULD I DEPOSIT MY PETITION? .....	3
WHAT SHOULD I PUT IN THE PETITION? .....	4
MAY I INCLUDE PICTURES AND PHOTOS ETC. IN MY PETITION? .....	4
WILL MY PETITION BE MADE PUBLIC?.....	4
MAY I OBJECT TO THE BILL AS A WHOLE? .....	5
HOW SHOULD I WORD MY PETITION? .....	5
WHAT OTHER RULES SHOULD I FOLLOW WHEN PREPARING MY PETITION? .....	5
WILL YOU CHECK MY PETITION FOR ME?.....	6
WHAT DO I NEED TO BRING (OR SEND) WHEN I DEPOSIT MY PETITION? .....	6
WHAT DO I DO WITH THE PETITION? HOW DO I DEPOSIT IT? .....	6
HOW DO I MAKE AN APPOINTMENT TO BRING MY PETITION TO THE HOUSE OF LORDS?.....	8
I DON'T WANT THE BILL TO BE ALTERED, MAY I PETITION IN FAVOUR OF IT? .....	8
AGENTS .....	8
COUNSEL .....	9
FEES.....	9
PETITIONS FROM COMPANIES ETC. ....	10
PETITIONS FROM MORE THAN ONE INDIVIDUAL .....	10
PETITIONS FROM ORGANISATIONS, GROUPS ETC. ....	10
PETITIONS FROM LOCAL AUTHORITIES.....	11
CHALLENGING YOUR RIGHT TO BE HEARD: LOCUS STANDI .....	11
WHERE IS THE HOUSE OF LORDS PRIVATE BILL OFFICE? .....	11
FURTHER ENQUIRIES .....	12
CONTACT DETAILS .....	12
WITHDRAWING A PETITION .....	13
INFORMATION ON THE INTERNET .....	13
WHAT WILL HAPPEN NEXT? .....	13

## WHAT IS THIS DOCUMENT?

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This is the Petitioning Kit Guide to petitioning against the High Speed Rail (London – West Midlands) Bill in the House of Lords. It is part of the **HS2 Petitioning Kit** which comprises the following documents:

- *The High Speed Rail (London – West Midlands) Bill: How to Petition against a Hybrid Bill in the House of Lords petitioning kit guide* (this document)
- *Appendix A: Template for a petition against a hybrid bill*
- *Appendix B: Information sheets (must accompany each petition)*
- *Appendix C: Depositing a petition in the House of Lords: Differences in the procedure between the House of Lords and the House of Commons*
- *Appendix D: Check list for documents you should take (or send) to the Lords Private Bill Office*
- *Appendix E: Roll B application form*
- *Appendix F: Certificate of Respectability*
- *Appendix G: List of “Roll A” Parliamentary Agents*
- *Appendix H: Map of the parliamentary estate and its environs*
- *Appendix I: Withdrawing a petition*
- *Appendix J: Template Letter of Authority for Roll B Agent.*

The House of Commons is expected to complete its consideration of the HS2 Bill in late March 2016 and the Bill will then be sent to the House of Lords. This guide will explain how to petition against the Bill when it reaches the House of Lords.

All these documents are available for download from the Parliamentary website: <http://www.parliament.uk/business/bills-and-legislation/current-bills/hybrid-bills/> (you'll find a link on one of the right hand modules on that page). You may also ask for the documents to be emailed or posted to you by contacting the House of Lords Private Bill Office (see *Contact details* below). Please also contact us if you have accessibility issues with any of the documents and we will do our best to accommodate your needs.

## WHAT IS A HYBRID BILL?

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The High Speed Rail (London – West Midlands) Bill, often called the **HS2 Bill**, is a **hybrid bill**, that is, a bill which has some of the characteristics of a public bill and some of a private bill. The HS2 Bill contains elements that impact specially and directly on certain individuals or local interests and has Government backing. As a result it is subject to a special parliamentary procedure which is longer than an ordinary public bill. As well as being debated in both Houses of Parliament in the usual way, individuals, businesses and organisations specially and directly affected by a hybrid bill are given the opportunity to “**petition**” either or both Houses of Parliament to seek to mitigate the effects of the bill on themselves, their business or their property. They do this by presenting a written petition to the House of Commons and/or the House of Lords and then putting their case to special select committees.

The **Promoter** of the HS2 Bill is the Department for Transport. It is represented by Winckworth Sherwood and Eversheds (specialist solicitors known as Parliamentary Agents). High Speed Two

(HS2) Limited (**HS2 Ltd**) is an executive non-departmental body set up and sponsored by the Department for Transport to develop and promote high speed rail networks in the United Kingdom. HS2 Ltd will respond to petitioners on behalf of the department.

## HOW DO I HAVE MY OBJECTIONS HEARD?

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First of all you must present a petition to the House of Lords during the petitioning period by giving it to (**depositing it in**) the House of Lords Private Bill Office. You must also pay a fee of £20 (even if you petitioned in the House of Commons). The following paragraphs, together with the other documents in the House of Lords HS2 Petitioning Kit, explain what a petition is, what it should contain, how you should word it and, most importantly, when you need to present it. Later in this guide you'll find detailed instructions for delivering your petition and the documents you will need to bring with you.

You may wish to appoint someone else (an **Agent**) to do this for you. The way you can do that is explained in *Agents* below.

A Select Committee consisting of a number of Lords, probably seven, will be appointed to consider your petition and any other petitions deposited against the Bill. It is usual for all petitioners (who have complied with the rules of the House) **to be heard by the Committee in person**, in other words, you (or someone representing you) will be expected to present your case before the Committee. The Promoters have a similar opportunity to present counter arguments against your case. The Committee will then decide what actions they wish to take regarding the two arguments. They have the power to amend the Bill, but not reject it, and they can instruct the Promoters to give you assurances or **undertakings** (a promise to, for example, carry out a particular action or proceed in a particular way which must be honoured).

Further information is given in *What will happen next?* below.

## WHAT IS A PETITION?

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A **petition** in this context is not a public petition (a paper headed "we the undersigned ...." followed by many signatures) but is a document, in a particular format, outlining how the bill affects a person or organisation and how they believe it should be altered to meet their objections. The format is important but it is possible for anybody to draft a petition if they follow the instructions given in this guide.

A person or group presenting a petition is known as a **petitioner**. By presenting a petition, the petitioner is making a formal request to the House of Lords to be allowed to argue their case, in due course, before the Committee which will consider that particular bill.

## WHO MAY PETITION?

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Any individual (who is over 18 years old), group of individuals, organisation or business "*especially and directly affected*" by the provisions of the HS2 Bill can petition against it. Local authorities may also petition against bills but they have to meet different criteria. If the Promoter of the HS2 Bill (the Department of Transport) feel that a petitioner is not "*especially and directly affected*", they may object to the petitioner being heard by the House of Lords Committee (see *Challenging your right to be heard: Locus Standi* below).

## **I AM UNDER 18 AND I WOULD LIKE TO PETITION. MAY I?**

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No, that is not possible in the House of Lords. However, somebody over the age of 18 can petition on your behalf and can, if you (and they) wish, call you as witnesses. The adult can petition just as themselves or they can call their petition [name of adult] on behalf of [name(s) of minors].

## **I DID NOT PETITION THE HOUSE OF COMMONS, MAY I PETITION THE HOUSE OF LORDS?**

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Yes, you may petition either or both Houses.

## **I PETITIONED IN THE HOUSE OF COMMONS, DO I NEED TO PETITION AGAIN?**

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**Yes, if you wish the House of Lords' Committee to consider your objections. You will need to make your case as though you were doing so for the first time. The House of Lords Committee will only consider the petitions deposited in the House of Lords, not those deposited in the House of Commons.**

You will need to deposit a new petition in the House of Lords even if you have already petitioned the House of Commons. The two Houses consider the bill entirely independently; the House of Lords may well be unaware of your evidence to the Committee in the House of Commons.

If you were content with the outcome of the consideration of your petition in the House of Commons (or if you reached agreement with HS2 Ltd) you do not need to petition again.

## **WHEN SHOULD I DEPOSIT MY PETITION?**

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**You must deposit your petition during the petitioning period.**

**The dates of the petitioning period have not yet been announced but it is expected that the petitioning period will begin immediately after the Bill arrives in the House of Lords and will last for approximately three weeks. The Bill will be sent to the House of Lords immediately after it has been given a third reading in the House of Commons. It is expected that the Report stage of the Bill and the third reading will be taken on the same day and that the date of that debate will be announced in the House of Commons during their Thursday business statement on either 10 March or 17 March.**

**As soon as there is more information it will be posted here:**

<http://services.parliament.uk/bills/2015-16/highspeedraillondonwestmidlands.html> or you can contact the House of Lords Private Bill Office (see *Contact details* below).

You cannot deposit your petition before the petitioning period begins nor will you be able to so after it ends.

Petitioning will begin at 10:00 and end at 17:00 every weekday (except on bank holidays). On one Wednesday petitioning will be extended to end at 21:00. Once the petitioning period is known this information will be posted here: <http://services.parliament.uk/bills/2015-16/highspeedraillondonwestmidlands.html>

You can always withdraw your petition at a later date if you change your mind or reach agreement

with the Promoters of the Bill but you cannot<sup>1</sup> deposit a petition after 17:00 on the final day of petitioning.

As the Bill will already have been passed by the House of Commons this will be the last opportunity to petition against it.

### **WHAT SHOULD I PUT IN THE PETITION?**

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Your petition should:

- begin by setting out in very brief and general terms what the Bill does, perhaps concentrating on those parts of the Bill which are of particular concern to you;
- say who you, the petitioner(s), are and where you live (or what your business is and where its premises are if it is your business which is affected by the Bill). If you are petitioning as a group or organisation, the petition should also mention what the group or organisation does and the size of its membership;
- describe how you are specially and directly affected by the Bill; and explain how the Bill will particularly harm you;
- state what needs to be done to reduce the adverse effect the Bill has on you or your property and, if possible, how the Bill should be amended to achieve this.

Remember, your petition forms the basis of your case before the Lords' Select Committee, so it must include **all** the objections which you wish to raise: matters can only be raised in Committee if they are referred to in the original petition. You do not need to go into your objections in great detail; you should merely outline them briefly. The petition should be a summary of the arguments you wish to put before the Committee.

A template petition is available in *Appendix A: Template for a petition against a hybrid bill* available separately as part of the Petitioning Kit. This is available as a PDF and as a Word document.

### **MAY I INCLUDE PICTURES AND PHOTOS ETC. IN MY PETITION?**

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No. Your petition is just a summary so do not include anything other than text in your petition. The appropriate place for photos etc. is in your evidence before the Committee.

### **WILL MY PETITION BE MADE PUBLIC?**

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Yes. A copy of your petition **in full** (without your signature and without *Appendix B: Information Sheet*) will be posted on the Parliamentary website. This version of your petition will be archived in the Parliamentary Archives and will be available to the public. Your signed petition will also be archived but will not be made available for 20 or 30 years. In addition, a copy of your petition and your information sheet will be made available to HS2 Ltd and to the Promoter's Agents (Winckworth Sherwood/Eversheds).

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<sup>1</sup> under very exceptional circumstances, for example a medical emergency, you can petition the Standing Orders Committee of the House of Lords to request that your petition be accepted later than the petitioning deadline.

## MAY I OBJECT TO THE BILL AS A WHOLE?

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No. The Committee will only be able to consider aspects of the project proposed in the Bill which affect people in their private capacity, not fundamental principles involving broader issues (such as whether the railway should be constructed at all). Those issues are discussed and decided by the House of Lords itself (during the second reading debate on the Bill on the floor of the House of Lords). The Committee cannot make recommendations on matters of principle nor do they have the power to reject the Bill. There is no point, therefore, in making political comments, raising general objections to the Bill or in raising broad issues of policy in your petition, you should concentrate instead on the specific ways in which the Bill specially and directly affects you or those you represent.

## HOW SHOULD I WORD MY PETITION?

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The wording required for petitions to the House of Lords should broadly follow that of the template petition in: *Appendix A: Template for a petition against a hybrid bill* available separately as part of the Petitioning Kit.

**Some parts of your petition must be worded exactly as in the sample petition in Appendix A. These parts are shown underlined and in blue in the sample petition and you should copy these words exactly as they are written. If you do not, your petition may not be accepted<sup>2</sup>. You shouldn't use the blue colour or the underlining in your petition, just the words themselves.**

If you petitioned in the House of Commons you can re-use much of the same text in your petition to the House of Lords if you wish, **but**, if you do this you will need to ensure that all of the references to the House of Commons are changed where appropriate. Please take extra care with the blue underlined text shown in the sample petition; much of this text is similar but not identical to that used in petitions in the House of Commons.

You may wish to look at some of the petitions deposited in the House of Commons to see how they have been worded. They are available online here:

<http://www.publications.parliament.uk/pa/cmhs2/petitions/petcontents.htm>

## WHAT OTHER RULES SHOULD I FOLLOW WHEN PREPARING MY PETITION?

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The original (or top) copy of your petition should be as follows:

- your petition should ideally be printed (i.e. word-processed, typed etc) but it can be hand-written as long as it is easy to read;
- you should print it on paper of a reasonable quality, for example photocopying paper (80 gsm), preferably A4 size<sup>3</sup>;
- no changes should be made to your petition once it has been typed; nothing should be written in, crossed out or rubbed out and nothing should be pinned or stapled to it<sup>4</sup>;

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<sup>2</sup> The petition must contain a prayer (that is, a formal request that Parliament should take certain action) and must end with the traditional words "And your Petitioner will ever pray, etc."

<sup>3</sup> If you have been sent a printed version of this document this page is A4 size.

<sup>4</sup> In formal terms: No erasures or interlineations should be made in the petition; and no letter, affidavit, appendix or

- the first signature (or seal) must be on the same sheet of paper as the prayer or at least part of the prayer;
- if you are petitioning as an individual, group of individuals or an organisation, your petition must either be
  - signed by all the petitioners named on your petition, or
  - signed on the petitioner(s)' behalf by their duly authorised Agent (see Agents below);
- If you are petitioning as a limited company or corporation or local authority, your petition must either be
  - signed on the body's behalf by a duly authorised Agent, or
  - sealed by affixing the common seal of that company, corporation or local authority to the petition (and no signatures are needed)<sup>5</sup>.

### **WILL YOU CHECK MY PETITION FOR ME?**

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Yes. If you send a draft of your petition by fax, post or e-mail to the House of Lords Private Bill Office in advance (before the last week of petitioning please) we will check it to ensure that the form of your petition is correct. We cannot comment on your arguments though; those are entirely a matter for your own judgment. (see *Contact details* below).

### **WHAT DO I NEED TO BRING (OR SEND) WHEN I DEPOSIT MY PETITION?**

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*Appendix C: Check list for documents you should take (or send) to the Private Bill Office* which is available separately as part of the Petitioning Kit tells you what you need to bring or send. The most important thing is that a signed copy of your petition together with a completed *Appendix B: Information sheets* **must be received by the House of Lords Private Bill Office within the petitioning period**. If necessary you may bring or post any other documents we require and the £20 fee shortly after the petitioning period has ended.

### **WHAT DO I DO WITH THE PETITION? HOW DO I DEPOSIT IT?**

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The rules for depositing petitions in the House of Lords are slightly different from the rules in the House of Commons. For example, it is not essential for petitions to be deposited in person (though you may do that if you wish). See *Appendix C: Depositing a petition in the House of Lords: Differences in the procedure between the House of Lords and the House of Commons* available separately as part of the Petitioning Kit.

**Your petition must be either taken or sent to the House of Lords Private Bill Office. It is most important that your signed petition (in the proper form) is received by the Private Bill Office by the closing date for petitioning** (see *When should I deposit my petition?* above).

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other document may be annexed to it.

**5** A company may elect to use a seal if it prefers. Under UK Company Law there is now no requirement for documents to be signed under seal; any document formerly requiring a seal can now be signed "as a deed" by two officers of the company.

You may deposit your petition in the following ways:

**1. By delivering it by hand to the House of Lords:**

- you (or any other petitioner named on the petition) may deliver your petition to the House of Lords Private Bill Office which, for the duration of the petitioning period, will be located in Committee Room 2A (see *Where is the Private Bill Office* below);
- any other person may deliver your petition for you. If that person will be acting as your Agent they should also, if possible, bring certain other documents with them authorising them to act as your Agent (see *Agents* below and *Appendix D: Check list for documents you should take (or send) to the Private Bill Office* available separately as part of the Petitioning Kit).

**2. By sending it to the Lords Private Bill Office (by email or post):**

**Please note: Your petition must arrive in the Lords Private Bill Office before the end of the petitioning period.** You are strongly advised to send your petition well in advance of that deadline as it will not be accepted afterwards.

Please allow sufficient time for you to be able to arrange your petition's delivery by other means if that proves necessary. If you haven't received a receipt by email it is very important that you confirm that your petition has been received.

- a. You may email a PDF of your **signed** petition (an unsigned version will not be accepted) to [hlprivatebills@parliament.uk](mailto:hlprivatebills@parliament.uk) with "HS2 petition" in the subject line.
  - The PDF **MUST** be received during the petitioning period. You will receive an email in reply on the same day from [hlprivatebills@parliament.uk](mailto:hlprivatebills@parliament.uk) giving you a petition number. That is your official receipt that your petition has been received and accepted. Please make sure your email account is set to accept emails from that address. **If you do not receive this email it means your petition has not arrived and has not been accepted.** If this happens you should contact the Lords Private Bill Office (see *Contact details* below) as soon as possible;
  - the PDF must be of good quality and entirely legible<sup>6</sup>;
  - after you have received your petition number you must post your original signed petition to the Lords Private Bill Office together with a note of the petition number we emailed you. As long as your PDF was received during the petitioning period we can accept the original petition later.
- b. You may post your signed original petition to the Lords Private Bill Office without also sending a PDF. In this case your signed petition **MUST** be received by the Private Bill Office within the petitioning period and must be in the proper form. If you just post your petition without also sending a PDF copy, **you should allow plenty of time for it to arrive as postal delays will not be taken into consideration if you miss the deadline.** For this reason you are strongly advised to follow the instructions in paragraph 2a. above if possible. If you cannot send a PDF you should contact the Lords Private Bill Office to check that your posted copy has arrived.

See the following paragraphs below for further information: *How do I make an appointment to bring*

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<sup>6</sup> A resolution of 300dpi or greater is recommended if possible.

my petition to the House of Lords? Contact details, Where is the House of Lords Private Bill Office? And Appendix D: Check list for documents you should take to the Private Bill Office available separately as part of the Petitioning Kit.

## HOW DO I MAKE AN APPOINTMENT TO BRING MY PETITION TO THE HOUSE OF LORDS?

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Once the petitioning period has been announced you will be able to go online and select an appointment time to deliver your petition (but please remember that you may post or email it instead of bringing it to the House). The appointment module will appear on this page (on the right hand side): <http://www.parliament.uk/business/bills-and-legislation/current-bills/hybrid-bills/>

Meanwhile you may contact the Private Bill Office (see *Contact details* below) and we will book you a **provisional** slot when you can arrive and deposit your petition.

## I DON'T WANT THE BILL TO BE ALTERED, MAY I PETITION IN FAVOUR OF IT?

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It is not possible to petition in favour of a bill in the House of Lords. However, it is possible to present a petition “against alteration” to the Bill. Such a petition would be presented by someone who has a special interest in the Bill and wishes the Bill, or some of its provisions, to remain unamended by the Lords Committee. If a petition against alteration shares the same position as the Promoters on a particular issue, the petitioner would not generally be heard by the Committee. Should the Promoters undertake to alter the bill (in its negotiations with other petitioners, say) then the petitioner against alteration would be able to argue the case for provisions to remain as originally drafted. Further information on the form of a petition against alteration is available from the Private Bill Office (see *Contact details* below).

## AGENTS

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As a petitioner you may decide to represent yourself. Many petitioners do and there is no disadvantage in doing that. Alternatively, you may ask someone to act as your **Parliamentary Agent**; to act on your behalf in all matters relating to the petition and to argue your case before the Committee. You may pay someone to do this, for example, a solicitor or land agent, or you may simply ask someone you know (such as a friend, relative or colleague) to act for you.

There are two types of Agents:

- professional Parliamentary Agents (solicitors who specialise in promoting and opposing hybrid and private bills). These are known as "Roll A" Agents and you will pay them a fee to act for you. A list of these is given in *Appendix D: List of “Roll A” Parliamentary Agents* available separately as part of the Petitioning Kit;
- all other Parliamentary Agents are known as "Roll B" Agents. Any individual, including another petitioner, can become a “Roll B” Agent and can act on your behalf. Solicitors who are not “Roll A” Agents often register as “Roll B” Agents and may offer to act for you for a fee.

**If you wish to be represented by a “Roll A” Agent** they will take care of all of the necessary paperwork for you.

**If you wish to be represented by anyone other than a “Roll A” Agent** that person will need to register as a “Roll B” Agent in the House of Lords even if they are already registered as a

Roll B Agent in the House of Commons. They will need to give the following documents to the House of Lords Private Bill Office:

- a **letter of authority** – authorising a named person to act on your behalf as your Agent signed by you, the petitioner (an example letter is given in *Appendix J: Template Letter of Authority for Roll B Agent* available separately as part of the Petitioning Kit), and
- a **completed “Roll B” Agent application form** (See *Appendix E: Roll B Application Form* available separately as part of the Petitioning Kit), and
- a **certificate of respectability** (See *Appendix G: A Certificate of Respectability* available separately as part of the Petitioning Kit) duly signed. This certificate of respectability is **not** required for those Agents who:
  - are solicitors;
  - who have been “Roll B” Agents on the HS2 Bill in the House of Commons (we have access to the certificate of respectability deposited there so you will not need a second one);
  - who have been “Roll B” Agents in the House of Lords on other bills in recent parliamentary sessions<sup>7</sup>;

You may change your Agent at any time. Any new Agent must be authorised in exactly the same way as the previous one: you will need to present a letter of authority and a certificate of respectability for the new Agent to the House of Lords Private Bill Office before your new Agent can take on that role.

If you need to switch between Agents, perhaps one Agent is only available on certain days for example, that should not be a problem as long as both are authorised. Just let the Committee staff know in advance.

## COUNSEL

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You may decide that you would like to have a barrister to put your case before the Committee. You may instruct a barrister whether or not you have an Agent. The Promoters will have a Counsel to represent them but many petitioners either speak for themselves or let their Agents do so; the Committee expect to hear cases from those with no legal training and the Committee members will not all be legally qualified themselves.

You will notice that the petition says “**by Counsel, etc.**”. This does not mean that you must be represented by Counsel it is just a form of words which allows you to be represented by Counsel should you so wish.

## FEES

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You will have to pay a fee of £20 when you deposit your petition. This is a separate fee from the one you may have paid in the House of Commons; both Houses charge a £20 petitioning fee. This is a flat fee for each petition (not for each petitioner). Cash, cheques or postal orders will be accepted. Cheques should be made payable to "The House of Lords Account". We will not have

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<sup>7</sup> If your Agent has been a “Roll B” Agent in the past but not in the last five years you should check with the Private Bill Office as to whether a new certificate of respectability is needed.

a facility to accept credit or debit cards but there are cash machines on the parliamentary estate which could be used if absolutely necessary<sup>8</sup>.

**Please note a petition will not be considered by the Committee if the fee has not been received.**

There are no other fees for you to pay to the House of Lords. If you employ a professional Agent or Counsel you will have to pay their fees.

### **PETITIONS FROM COMPANIES ETC.**

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If your **business or company** wishes to petition against the HS2 Bill it must:

- be represented by an Agent (“Roll B” or “Roll A” for example, the Chief Executive or a Company Secretary);
- present a letter, signed by a person who has the authority to act for the company authorising a petition to be presented and naming an Agent to act on the company’s behalf<sup>9</sup>, at the House of Lords Private Bill Office when the petition is deposited (or shortly thereafter).

### **PETITIONS FROM MORE THAN ONE INDIVIDUAL**

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You may present a petition from more than one person. If more than one person wishes to add their names to a petition:

- every petitioner must be named at the beginning of the petition, and
- every petitioner must sign the petition (unless an Agent, who is not a co-petitioner, is representing all of the petitioners **and** is signing the petition on their behalf).
- one of the petitioners may act on behalf of his co-petitioners with their consent (s/he is effectively acting as an Agent though s/he does not need to present a letter of authority or a certificate of respectability). In this case all of the petitioners **must** have signed the petition themselves. During the presentation of the case s/he may call the other petitioners as witnesses before the committee.

### **PETITIONS FROM ORGANISATIONS, GROUPS ETC.**

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If your **organisation or group** wishes to petition against the HS2 Bill it must:

- be represented by an Agent (“Roll A” or “Roll B”), it could, for example, be the Chair of the organisation);
- hold a properly constituted meeting and pass resolutions authorising:
  - the deposit of a petition against the HS2 Bill **and**

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<sup>8</sup> One of the staff would need to escort you so you may have to wait in busy periods. You should endeavour to visit an ATM before entering Parliament if possible, but not at the expense of missing the petitioning deadline.

<sup>9</sup> The letter should be on company headed paper. If your company requires more than one person to sign documents on behalf of the company all of those required should sign the letter.

- a named person (an Agent) to act on behalf of the organisation;
- present a letter, containing the resolutions mentioned above (an extract of the Minutes of the meeting), signed by someone who has the authority to act for the organisation/group when the petition is deposited (or shortly thereafter).

If your organisation or group does not do this it may be subject to a *locus standi* challenge (see *Challenging your right to be heard: Locus Standi* below).

## PETITIONS FROM LOCAL AUTHORITIES

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If a **local authority** wishes to petition against the HS2 Bill it must:

- be represented by an Agent (“Roll A” or “Roll B”, for example, a Councillor);
- comply with the requirements of the Local Government Act 1972 (this can be done after the petition has been presented);
- present a letter, authorising a named person (an Agent) to act on behalf of the local authority signed by someone who has the authority to do so, at the Private Bill Office when the petition is deposited (or shortly thereafter).

Please note that if you are a councillor you may petition as an individual (and give evidence on how the Bill specially and directly affects you individually) but you cannot use that petition to give evidence on behalf of your local authority. The requirements listed above must be met and a petition presented in the name of the local authority.

## CHALLENGING YOUR RIGHT TO BE HEARD: LOCUS STANDI

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If the Promoters believe that you are not specially and directly affected by the Bill they may ask the Committee not to “hear you”. In other words not to allow you to give evidence on your petition. The formal term for this is a **locus standi challenge**, sometimes your right to be heard is simply referred to as your *locus*. The Promoters may choose to challenge certain parts of your petition whilst accepting that you may speak on the remaining parts. You will be told in advance if the Promoters intend to challenge your right to be heard.

The decision as to whether you will be able to argue your case on all or some of the matters in your petition rests with the House of Lords Committee. They usually consider both the Promoters’ arguments and your reasons for claiming a hearing before reaching a decision.

## WHERE IS THE HOUSE OF LORDS PRIVATE BILL OFFICE?

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The House of Lords Private Bill Office is located in the Houses of Parliament, Westminster, London. **For the duration of the HS2 petitioning period it will be located (on weekdays only between 10:00 and 17:00 (and on one Wednesday until 21:00) in Committee Room 2A, Committee Corridor, Houses of Parliament.** This is a few doors away from the room in which the Commons Select Committee met.

Anyone wishing to deposit a petition should enter the Houses of Parliament at the Cromwell Green entrance (entrance 7 on the *Map of the Parliamentary Estate* available separately as part of the Petitioning Kit) and make their way to Committee Room 2A. The House is well served by public transport (though parking near the House is very difficult). You will find a map showing

details of routes and stations on a separate sheet enclosed with this guide and you can also obtain travel advice from the London Tourist Board or from Transport for London. If you need assistance or step-free access please contact the House of Lords Private Bill Office in advance and we will be able to arrange that for you (see *Contact details* below).

## **FURTHER ENQUIRIES**

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The House of Lords has a dedicated phone line for HS2 enquiries and all of the staff connected with the HS2 Bill will be more than happy to give you impartial advice on all aspects of bill procedure.

As in the House of Commons the programme for the Committee will be managed by David Walker, Winckworth Sherwood, under the direction of the Committee. So if you wish to discuss the dates that you will appear before the Committee you should contact him directly.

HS2 Ltd also has a dedicated phone line and you should contact them if you have questions relating to the details of the proposed project.

Details are given in *Contact details* below.

## **CONTACT DETAILS**

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see *Information on the internet* above for website details.

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<b>House of Lords Private Bill Office:</b>	House of Lords Private Bill Office House of Lords London SW1A 0PW
<b>Lords HS2 Bill Team</b>	phone: 020 7219 2468 fax: 020 7219 2571 email: <a href="mailto:hlprivatebills@parliament.uk">hlprivatebills@parliament.uk</a>

Please note that the spam filter which Parliament uses occasionally treats a genuine e-mail as spam. You should receive a reply within a day or two of e-mailing at the most except during recess periods when you should receive an out of office reply to the first e-mail you send. If you do not receive a reply you should telephone to check that your e-mail has indeed arrived. If you leave a message please make sure to leave your phone number or e-mail address so that we can contact you.

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<b>David Walker</b> is the contact for information relating to the programming of the Committee's consideration of the Bill	Minerva House 5 Montague Close London SE1 9BB  phone: 020-7593 5013 email: <a href="mailto:dwalker@wslaw.co.uk">dwalker@wslaw.co.uk</a>
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## HS2 Ltd Helpdesk

contact HS2 for details of the route, the proposed works and other information about the project itself.

High Speed Two (HS2) Limited  
One Canada Square  
London  
EC14 5AB

phone: 020-7944 4908

email: [HS2enquiries@hs2.org.uk](mailto:HS2enquiries@hs2.org.uk)

website:

<https://www.gov.uk/government/organisations/high-speed-two-limited>

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## WITHDRAWING A PETITION

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You may withdraw your petition, if you wish to do so, by depositing a letter (or **requisition**) in the House of Lords Private Bill Office, signed by you or your Agent (See *Appendix I: Withdrawing a petition* available separately as part of the Petitioning Kit). If you are not the only petitioner on your petition, you or any of the other petitioners may withdraw from the petition in the same way leaving the remaining petitioners to continue with their case. The form may also be faxed to the House of Lords Private Bill Office (see *Contact details* above).

## INFORMATION ON THE INTERNET

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There is a variety of information on the UK Parliament's website, including the text of the Bill:

<http://services.parliament.uk/bills/2015-16/highspeedrailondonwestmidlands.html>

Once the House of Lords Select Committee has been appointed (after Second Reading) it will have a separate page:

[www.parliament.uk/high-speed-rail-london-west-midlands-bill-select-committee-lords](http://www.parliament.uk/high-speed-rail-london-west-midlands-bill-select-committee-lords)

The petitions, once deposited, will be accessible through both of the web pages above.

Meanwhile, this page: <http://www.parliament.uk/business/bills-and-legislation/current-bills/hybrid-bills/> will have a range of information posted to it in the coming weeks (including the Lords petitioning kit).

Once the Select Committee begins its public sessions transcripts of the Committee's public proceedings will also be found there along with other documents.

The House of Commons Select Committee on the HS2 Bill (which has now finished sitting) also has a web page:

<http://www.parliament.uk/business/committees/committees-a-z/commons-select/high-speed-rail-london-west-midlands-bill-select-committee-commons/>

There are many other sites with information about HS2 and these can be found easily by using a search engine such as Bing or Google.

## WHAT WILL HAPPEN NEXT?

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Once you have deposited your petition in the House of Lords Private Bill Office a copy will be given to the Promoters' Agent (Winckworth Sherwood) and to HS2 Ltd and will be posted on our website. We will also give copies of your petition to anyone who requests them.

Once the Promoter has received a copy of your petition you will receive an acknowledgement. The HS2 team will subsequently send you a formal written response to your petition (called a **petition response document**). You will then be invited to appear before the Select Committee considering the Bill and will be kept informed of the likely timetabling of hearings by David Walker of Winckworth Sherwood.

**We do not yet know when the House of Lords Select Committee will begin hearing evidence but petitioners should be ready to appear before the Committee from mid May 2016.**

You will be informed as soon as possible of the date you are scheduled to appear before the Committee. We will make every effort to accommodate reasonable needs but the timetable is subject to progress and therefore petitioners will need to be flexible. The Committee is likely to want the petitions grouped geographically and there will, therefore, be little scope for radically altering the timetable to suit individual petitioners.

Further information about preparing for the House of Lords Select Committee Hearings will be available on the website shortly.

**Private Bill Office  
House of Lords**

**March 2016**