

**How to Petition against a Special Procedure Order  
in the House of Commons**

**The Rookery South (Resource Recovery Facility) Order 2011**



**Session 2010–12**

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## What is a special procedure order?

A special procedure order is an order created by a body outside Parliament (such as a local authority or the Infrastructure Planning Commission) who is then known as the "promoter". The order is made or confirmed by a Minister under statutory powers, which is subject to a procedure created by Act of Parliament<sup>1</sup>. These orders are mainly used to get permission for the compulsory purchase of land in cases where certain protected categories of land are involved. Once a special procedure order is laid before Parliament there is an opportunity for people to petition against the order to the House of Commons and/or the House of Lords within certain time limits.

## What is a petition?

A petition is a summary of objections to a special procedure order. It is a formal request to either the House of Commons or the House of Lords for the petitioners to be allowed to argue their case, in due course, before a joint committee.<sup>2</sup> Petitioners must either object to the order in its entirety, in which case they present a petition called a **Petition of General Objection** or they must specify which amendments they would like to see made to the order in a **Petition for Amendment**. If petitioners wish to do both, they must present two separate petitions. Care must be taken to ensure that the right type of petition is presented (see *Memorials* below).

## Does it matter which House of Parliament is petitioned?

Petitions may be made to either House of Parliament – the House of Commons or the House of Lords – and essentially there is no advantage to petitioning one House or the other since all petitions are equally weighted and will be considered by a joint committee (see *The Joint Committee* below). Some of the practical details of presenting a petition are different in each House and information relating to the procedure to be followed when petitioning the House of Lords is available from Chris Bolton (see *Contact Details* below).

## Who can petition?

It is open to any individual, group of individuals or organisation "*directly and specially affected*" by the provisions of a special procedure order to petition against that order. If the promoters of an order feel that someone who petitions against a order is not "*directly and specially affected*" they may object to the petitioners' right to petition (see *memorials* below).

## When should the petition be presented?

The petitioning period lasts for twenty-one days, beginning on the day the order is formally laid before Parliament.<sup>3</sup> Under certain circumstances the period is extended beyond twenty-one days<sup>4</sup>.

In the case of the Rookery South (Resource Recovery Facility) Order 2011 the first day of the petitioning period in both the House of Commons and the House of Lords is Tuesday 29 November 2011 and the last day is Monday 19 December 2011 at 5 pm. **Petitions will not be accepted after this deadline in either House.**

## What should be in the petition?

The petition should begin with a brief explanation of who the petitioners are and how they are *directly* and *specially affected* by the special procedure order. The petition should then explain what action the petitioners would like to see. They should either outline the changes they would wish to see made to the order (in a **Petition for Amendment**) or briefly give their reasons as to why the order should be rejected altogether (in a **Petition of General Objection**).

Since the petition forms the basis of a petitioner's case before a joint committee, it should include *all* the objections which a petitioner has against the order: matters can *only* be raised in committee if they are referred to in the original petition. There is no need to go into objections in great detail: they should merely be outlined briefly. A petition template is attached at Appendix A. Petitioners may, if they wish, send a draft

<sup>1</sup> Statutory Orders (Special Procedure) Act 1945, as amended by the Statutory Orders (Special Procedure) Act 1965.

<sup>2</sup> A joint committee is a committee made up of members of the House of Lords and the House of Commons (see *The Joint Committee* below). If no petitions against the order are presented or if all petitions against the order have been withdrawn, there will be no joint committee.

<sup>3</sup> In the House of Commons, this is recorded in the *Votes and Proceedings*.

<sup>4</sup> In cases where the petitioning period falls during the period when Parliament does not sit, either between parliaments (dissolution) or between sessions (prorogation) or during any period when the House does not sit for public business (recess) for ten or more consecutive days then the period ends on the next day the House sits.

petition to either Private Bill Office for comment.

## What form should petitions take?

The formal wording required for petitions to the House of Commons should broadly follow that of the petition template in Appendix A.

Please note that,

- (a) as shown in the petition template, the House and the session<sup>5</sup> in which the petition is presented should appear at the top left-hand side of the petition. Then the full name of the special procedure order, followed by the type of petition;<sup>6</sup>
- (b) the petition should be addressed “To the House of Commons”;
- (c) no erasures, deletions or interdelineations should be made in the petition; and no letter, affidavit, appendix or other document may be annexed to it;<sup>7</sup>
- (d) the petition must contain a **prayer request** (that is, a formal request that Parliament should take certain action). The basic wording, as set out in the template petition contained in Appendix A, should be adapted as appropriate: “*The petitioner(s) therefore request(s) that, should a joint committee consider this Order, ...*”;
- (e) The petition must either be signed or sealed by all those who are petitioning against the order, or be signed on their behalf by their duly authorised agent (see *Agents below*). If the petition is signed by the agent, the authority in writing should accompany the petition. If a limited company or corporation or local authority is a petitioner against the order, and if the petition is not signed on behalf of the petitioner by a duly authorised agent, the common seal of that company, corporation or local authority should be affixed to the petition, and no signatures are needed. The first signature or seal must be on the same sheet of paper as the prayer or part of the prayer, and
- (f) the petition should be typed, printed or handwritten on A4 paper of a reasonable quality. **Twelve copies of the petition need to be submitted.**
- (g) In addition, an electronic copy of the petition should, if possible, be emailed to the Private Bill Office ([prbohoc@parliament.uk](mailto:prbohoc@parliament.uk))

## Agents

Petitioners may act for themselves, but they may wish to employ a **Parliamentary Agent** who will act on their behalf in all matters relating to the petition. There are two types of agents: professional Parliamentary Agents (firms of specialist solicitors who also act for those promoting orders). These are known as “Roll A” agents, all other parliamentary agents are known as “Roll B” agents. Any individual, including a petitioner, can become a Roll B agent.

**Roll A agents:** for a list of solicitors' firms entitled to practise as Roll A agents, see Appendix D.

**Roll B agents:** any individual, group of individuals or organisation wishing to be represented by someone other than a Roll A agent should sign a letter authorising a named individual to act on their behalf. See Appendix F for the usual form of a **letter of authority**. When the petition is deposited, this letter should be presented at the Private Bill Office along with a **certificate of respectability**, duly signed by an MP, a magistrate (JP), barrister or solicitor. A certificate of respectability is not required for Roll A agents, nor those on Roll B who are solicitors or who have been enrolled on Roll B in previous parliamentary sessions (see Appendices E and G). All Roll B agents must **sign a register** (Roll B itself), kept in the Private Bill Office, at some time prior to the first hearing of the committee, during the

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<sup>5</sup> The current parliamentary session which began in May 2010 is “Session 2010–12”. Note: There is no connection between the session and the date in the name of the order.

<sup>6</sup> Petition for Amendment or Petition of General Objection.

<sup>7</sup> In other words, no changes should be made to the 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.

Parliamentary Session in which the Committee is sitting.

Any **organisation** petitioning against an order that wishes to be represented by an agent should hold a properly constituted meeting and pass a resolution authorising a named person to act on behalf of the organisation by depositing a petition against the order. A letter containing such a resolution should then be presented at the Private Bill Office when the petition is deposited.

A petitioner may change his agent at any time. Any new agent must be authorised in exactly the same way as the previous one: a letter of authority should be presented to the Private Bill Office together with a certificate of respectability.

## Depositing the petition

**It is essential that the signed petition is drawn up in the proper form and deposited in the Private Bill Office by the closing date of 19 December 2011 (see *When to Petition* above).**

The deposit of a petition in the House of Commons should be made in person by a petitioner or by a duly authorised agent (see *Agents* above). 12 copies of the petition must be provided, and a completed **Data Protection Certificate** (see Appendix B) must be attached. A **Letter of Authority** and **Certificate of Respectability** must be supplied at the same time, if required (see Appendices F and G). Unlike in the House of Lords, the fee (£10) will be charged through an invoice posted to the address given on the petition (see *Fees* below). If agents deposit petitions, they should ensure they bring a letter of authorisation, the appropriate Roll B application form and, where required, a certificate of respectability.

Copies of any petition deposited in the House of Commons Private Bill Office must also be deposited by the petitioner in

- a) the House of Lords Private Bill Office;
- b) the office of the Chairman of Ways and Means (the Commons' Deputy Speaker);
- c) the relevant Government department<sup>8</sup>, and d) the office of the promoter of the order<sup>9</sup> no later than the following day. The copy to the promoter may, exceptionally, be delivered by registered post.

Unlike the House of Lords, petitioners or their agents must deposit petitions in person at the Private Bill Office in the House of Commons. **The House of Commons does not accept petitions sent through the post, by e-mail or fax.**

Petitioners who live any distance from London are advised to send a clearly marked draft of their petition by e-mail or post to the Private Bill Office in the House of Commons in good time in advance to ensure that the form of petition can be checked before formal presentation.

Petitions must be deposited in person at the Private Bill Office within the following hours.

Monday to Thursday	11.00 am.	–	5.00pm.
Friday	9.30 am.	–	3.00pm.
Non-sitting days	11.00am.	–	1.00pm.

**Anyone wishing to deposit a petition should contact the Private bill Office on 020 7219 6008 to make an appointment in good time before travelling to the House of Commons.**

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<sup>8</sup> In the case of the Rookery South (Resource Recovery Facility) Order 2011, the “relevant Government department” is the Department of Energy and Climate Change (DECC) (see *Contact Details* below).

<sup>9</sup> Details may be obtained from the Department of the Environment, Transport and the Regions (see *Contact Details* below).

## Fees

A £20 fee is levied for each petition presented. A charge of £10 must be paid in the House of Commons, and £10 in the House of Lords. Fees are charged by invoice in the House of Commons, but may be paid by cash or cheque at the time of presentation in the House of Lords. The £10 balance is payable to the House of Lords when a copy is deposited in the Lords). **Please note that all relevant fees need to be settled in full for the petition to proceed.**

## What happens after petitions have been deposited?

Memorials against a petition may be presented within seven days of a petition's deposit (see *Memorials* below). Once the petitioning period and memorial time ends, all petitions and memorials are referred to the Chairman of Ways and Means (the Deputy Speaker in the Commons) and the Chairman of Committees in the Lords. The Chairmen then examine all petitions and memorials and report to both Houses. If a petition complies with Standing Orders they certify it "proper to be received". They also certify whether it is a Petition for Amendment or a Petition of General Objection. If a Petition for Amendment involves amendments that would alter the scope of the order or affect the interests of anyone other than the petitioner, the Chairmen may make a Special Report to that effect. The Chairmen also have the power to alter a petition containing amendments that would effectively render the order pointless. They may either delete those amendments or certify the petition as a Petition of General Objection.

Within fourteen days of the Chairmen's report being laid before Parliament counter-petitions may be presented (see *Counter-Petitions* below). Members of either House also have the opportunity, within twenty-one days<sup>10</sup> of the Chairmen's report being laid, to table and move an **annulment resolution**. If this motion is agreed to (in either House) the order will not be proceeded with further. It is also open to either House to agree to a motion that a particular Petition of General Objection "shall not stand referred"<sup>11</sup> to the joint committee.

If no petitions stand referred to a joint committee and no annulment resolution has been passed then the order may come into operation. Otherwise, a joint committee will be appointed to consider the petitions.

## Memorials

A memorial is an official written notice of objection to a petition. It can only be presented by the promoters of an order or by the Minister involved with the order and it must be presented within seven days of a petition being deposited in the House of Commons. There are two grounds for objection to a petition: 1) that a petition which is presented as a Petition for Amendment is really a petition of General Objection (see *What is a Petition?* above) or 2) that the petitioner does not have *Locus standi*<sup>12</sup>. This means, that the petitioner cannot be considered to be "*speciallly directly and injuriously affected by its provisions*". If promoters present a memorial, the matter is decided by the two Chairmen. If the objection (on either ground) is upheld then the petition will not be considered by the joint committee and the petitioner can take no further part in the proceedings, though he may listen to them with other members of the public.

## Counter-Petitions

A counter-petition is essentially an allegation or complaint that an amendment proposed in a petition will affect adversely the interest of the counter-petitioner (or the person on whose behalf a counter-petition is presented). A counter-petition may be presented against **Petitions for Amendment** within fourteen days of the Chairmen's report being laid before Parliament. Prospective counter-petitioners may obtain more information from either Private Bill Office.

## Withdrawal of petitions

Petitioners may withdraw their petitions by depositing a letter (or **requisition**) to that effect in the Private Bill Office, signed by them or their agent. If a petition is deposited by (or on behalf of) more than one person, any of these people may withdraw from the petition by a similar requisition, signed and deposited in the same way. (see Appendix C for a requisition form template).

## The Joint Committee

It is customary for the promoters of the order to inform petitioners against the order when the committee is

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<sup>10</sup> Recesses, dissolution and prorogation can all extend this period in a similar, but not identical, way to the petitioning period.

<sup>11</sup> This means that the committee cannot consider that petition.

<sup>12</sup> *Locus standi* can be defined as the right of a petitioner to be heard against the order on the grounds that he is specially, directly and injuriously affected by its provisions.

due to start examining the issues raised in the petitions. However, it may be in the interests of any petitioners against an order to check the Parliament web-site to establish whether the committee stage is imminent.

A petition will not be considered by the committee unless a petitioner or his or her agent appears before it. A petitioner may appear in person before the committee. A petitioner may also appear on behalf of other petitioners whose names appear at the beginning of the petition, the original copy of which must be signed by all of them. In this scenario a petitioner may call his co-petitioners as witnesses.

Alternatively, a petitioner or petitioners may appoint someone to act as agent on his or their behalf (see *Agents* above). The agent, who need not be a lawyer, will then appear on the petitioner's behalf before the committee. He will be entitled to examine and cross-examine witnesses and generally conduct the petitioner's case.

A joint committee consists of three Lords and three MPs, one of whom acts as chair. The Chairmanship of such committees alternates between the Commons and the Lords. If the the Rookery South (Resource Recovery Facility) Order 2011 goes to a joint committee, the Chair will be a Member of the House of Commons.

**All petitioners (or their agents) must confirm in writing their intention to appear before the committee, on or before the first day on which the committee meets, so as to establish their right to appear.** Thereafter they may 'suspend their appearance'; in other words, withdraw from active participation in the committee's business.

The committee hears the case and supporting evidence of petitioners and promoters.<sup>13</sup> The burden of proof rests with the petitioners against the order<sup>14</sup>.

The committee has wide powers. It may reject the order altogether, amend it, or approve it unamended. The committee's powers are restricted in the sense that, except in certain limited circumstances, it may not amend the order in a way which would affect people who were not previously been affected by the order. Furthermore, except where permission is expressly given by the two Houses, the committee cannot call for evidence except that offered by the parties formally represented before it.

The length of committee proceedings depends on the complexity of the order and the extent of opposition to it. A committee stage may be over within a day, or may last months. Committees usually sit on Tuesday, Wednesday and Thursday, from 10:30am (11:00am on the first day of sitting) till 1:00pm, and 2:15pm till 4:15pm.

If a joint committee is set up, and you wish to attend you should inform the Private Bill Office in the House that you have lodged your petition.

## Further Enquiries

Further enquiries should be directed to Annette Toft in the Private Bill Office (Tel: 020 7219 6008/hocprbo@parliament.uk. Annette can provide impartial advice on aspects of procedure in connection with the Special Procedure Order.

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<sup>13</sup> The main stages of the proceedings are: a) factual statement of the purpose of the order b) petitioner's case c) case for the order d) petitioner's reply d) committee draws its conclusions ("deliberates").

<sup>14</sup> In other words, it is up to the petitioner to convince the committee either to reject the order or that his amendments to it should be made.

## Contact Details


### *Parliament Web-site (Special Procedure Orders page):*

<http://www.parliament.uk/business/bills-and-legislation/secondary-legislation/special-procedure-orders/>

### *Commons Private Bill Office*

Contact: Ms Annette Toft

Address: Private Bill Office  
House of Commons  
London  
SW1A 0AA

 020-7219 6008

fax: 020-7219 3690

e-mail: [tofta@parliament.uk](mailto:tofta@parliament.uk)

### *Lords Private Bill Office*

Contact: Ms Chris Bolton

Address: Private Bill Office  
House of Lords  
London  
SW1A 0PW

 020-7219 3231

fax: 020-7219 2571

e-mail: [Boltonc@parliament.uk](mailto:Boltonc@parliament.uk)


### *The Applicant for the Order*

Address: Covanta Rookery South Limited,  
West Point Mucklow Office Park,  
Mucklow Hill,  
Halesowen,  
West Midlands,  
B62 8DY

Web: <http://www.covantarookerysouth.co.uk/>

### *Infrastructure Planning Commission (IPC)*

Address: The Infrastructure Planning  
Commission  
Temple Quay House  
Temple Quay  
Bristol  
BS1 6PN

 0303 444 5000

e-mail: [RookerySouth@infrastructure.gsi.gov.uk](mailto:RookerySouth@infrastructure.gsi.gov.uk)


Web: <http://infrastructure.independent.gov.uk/>

Information about the Rookery South project:  
<http://infrastructure.independent.gov.uk/projects/ea-stern/rookery-south-energy-from-waste-generating-station/>

### *Department of Energy and Climate Change*

Contact: Gareth Leigh, Team Manager, Energy Development

Address: DECC,  
3 Whitehall Place,  
London  
SW1A 2AW

 0300 060 4000 (switchboard)

## APPENDIX A: TEMPLATE FOR A PETITION AGAINST A SPECIAL PROCEDURE ORDER

IN PARLIAMENT  
HOUSE OF COMMONS  
SESSION 2010–12

[Title of Order]

EITHER (delete as appropriate): [Petition for Amendment]<sup>15</sup>  
OR: [Petition of General Objection]<sup>16</sup>

To the House of Commons.

THE PETITION of [Name of individual, company or association].

Declares that:

1. Your Petitioner(s) is/are [name of each petitioner and, if appropriate, description of business, association etc.<sup>17</sup> together with a description of the Petitioners' property, livelihood etc. which the order may "directly and specially affect"];
2. [A brief, clear statement of:
  - a. EITHER: the reasons why the petitioner(s) object(s) to the order (for a Petition of General Objection)
  - b. OR the amendment(s) the petitioner(s) would like to see made to the order and the reasons why they want them made (for a Petition for Amendment)];

The petitioner(s) therefore request(s) that, should a joint committee consider this Order, he/she/they, or someone representing them in accordance with the rules and Standing Orders of the House, be given an opportunity to give evidence on all or some of the issues raised in this petition.

And the petitioner(s) remain(s), etc.

[Signature of Petitioner in person, or Agent for the Petitioner]

[date presented]  
[name of Agent], Agent<sup>18</sup>  
[name of petitioner signing the petition]

[Name, address and telephone number(s) of Agent for the Petitioner, or of the Petitioner in Person]

**NOTE:** The wording given above may be varied, except for the opening section and the prayer at the end starting "The petitioner(s) therefore requests(s)".

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<sup>15</sup> If you are happy for the Order in principle to proceed but wish to see it amended in some way then this line should stay in the petition and you should delete the line below.

<sup>16</sup> If you reject the order in principle and/or in its entirety, you need to leave this line and delete the line above.

<sup>17</sup> For example, "Your first Petitioner is an owner of property in...", "Your second Petitioner is...", "Your Petitioners are the... Society / an association of the residents of ... Road / established in ... to..."; "Your petitioner is A Company Limited / a nominee company, incorporated in England" .... or, if there is only one petitioner, "Your petitioner is...".

<sup>18</sup> If the petition is signed by an Agent rather than a petitioner. Otherwise delete this line.

**PETITION TEMPLATE – continued**

The Petition should be endorsed on the back page<sup>19</sup> as follows:

IN PARLIAMENT  
HOUSE OF COMMONS  
SESSION 2010-12

[TITLE OF ORDER]

PETITION OF  
[Each Petitioner's name]

[Petition of General Objection]	{choose whichever you used on the front
[Petition for Amendment]	{of the petition and delete the other

Name, and address of at least one of the petitioner(s) or the Agent for the petitioner(s)

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<sup>19</sup> In other words, the reverse of the last sheet should show the following information.

## APPENDIX B: DATA PROTECTION CERTIFICATE

**This sheet must be completed and attached to the front of your petition.**

Please supply the following information:

Phone number of petitioner/agent:

daytime (mandatory): .....

mobile: .....

E-mail address: .....

I understand:

1. that a copy of this petition, including my name and address (and any other contact details which I have chosen to include on the last page of my petition) but without my signature, will be placed on the Parliamentary website and a hard copy will be made available to anyone who asks for it.
2. that a copy of this petition together with this sheet will be:
  - a. kept in the Private Bill Office and subsequently kept as a record of Parliament in the House of Lords Record Office (where it can be accessed by the public under the Freedom of Information Act 2000);
  - b. will be made available to the Parliamentary Agent responsible for the bill once my petition has been deposited in the Private Bill Office.
3. that the personal information supplied above and on the petition may be kept in a database by either or both Private Bill Offices. These databases may be used to store summaries of e-mails and/or conversations for the purpose of keeping track of procedural advice/information given to the parties or received from them. This information will only be shared between the Private Bill Offices if prior permission has been obtained from the petitioner/agent concerned.

signature of petitioner/agent: .....

name of petitioner/agent (in block letters please): .....

**APPENDIX C: TEMPLATE FOR A REQUISITION FOR WITHDRAWAL OF PETITION**

HOUSE OF COMMONS

[SESSION 2010-12]

[NAME OF ORDER]

TO THE CLERK IN THE PRIVATE BILL OFFICE  
OF THE HOUSE OF COMMONS

We hereby request the withdrawal of the Petition of

against the above-named Order deposited by us on .....day of ..... 201....

[Signature of Petitioner(s) or Agent]

date withdrawn.....

## APPENDIX D: PARLIAMENTARY AGENTS: ROLL 'A' AGENTS

Firm	Roll A Agent	Parliamentary Clerk
<p><b>Bircham Dyson Bell LLP</b></p> <p>50 Broadway, Westminster London SW1H 0BL</p> <p>☎:020-7227 7000 Fax:020-7233 1351 Email: <a href="mailto:pamthompson@bdb-law.co.uk">pamthompson@bdb-law.co.uk</a> Website: <a href="http://www.bdb-law.co.uk">www.bdb-law.co.uk</a></p>	<p>I H McCulloch P H Thompson E N W Brown R J V Owen</p>	<p>Mrs P J Thompson 020-7783 3437 <a href="mailto:pamthompson@bdb-law.co.uk">pamthompson@bdb-law.co.uk</a></p>
<p><b>Eversheds LLP</b></p> <p>1 Wood Street London, EC2V 7WS</p> <p>☎:020-7919 4500 Fax:0845-497 4919 Email: <a href="mailto:monicapeto@eversheds.com">monicapeto@eversheds.com</a> Website: <a href="http://www.eversheds.com">www.eversheds.com</a></p> <p>(Rees &amp; Freres Practice joined Eversheds on 1.1.08)</p>	<p>J A Durkin Miss M A R Peto S Collings</p>	<p>Mr K. Sanderson Mr D C White 0845 497 4800</p>
<p><b>Sharpe Pritchard</b></p> <p>Elizabeth House Fulwood Place London WC1V 6HG</p> <p>☎:020-7405 4600 Fax:020-7222 1451 Email: <a href="mailto:parliamentary@sharpepritchard.co.uk">parliamentary@sharpepritchard.co.uk</a> Website: <a href="http://www.sharpepritchard.co.uk">www.sharpepritchard.co.uk</a></p>	<p>H M V Pritchard W A Lewis</p>	<p>Ms D Baker</p>
<p><b>Winckworth Sherwood</b></p> <p>Minerva House 5 Montague Close London SE1 9BB</p> <p>☎:020-7593 5005 Fax:020-7593 5199 Email: <a href="mailto:agorlov@wslaw.co.uk">agorlov@wslaw.co.uk</a> Website: <a href="http://www.wslaw.co.uk">www.wslaw.co.uk</a></p>	<p>P M C F Irving Mrs A M H Gorlov H S Wiggs C M Vine</p>	<p>Mr D. Walker Mr E. Humby</p>
<p><b>Berwin Leighton Paisner LLP</b></p> <p>Adelaide House London Bridge London EC4R 9HA</p> <p>☎:020-3400 4016 Fax:020-7760 1111 Email: <a href="mailto:Helen.kemp@blplaw.com">Helen.kemp@blplaw.com</a> Website: <a href="http://www.blplaw.com">www.blplaw.com</a></p>	<p>Ms H Kemp</p>	<p>Mr A. Rosamond</p>
<p><b>Veale Wasbrough Vizards</b></p> <p>Barnards Inn, 86 Fetter Lane, London EC4A 1AD</p> <p>☎: 020-7665 0806 Fax:020-7405 4171 Email: <a href="mailto:rperry@vwv.co.uk">rperry@vwv.co.uk</a> Website: <a href="http://www.vwv.co.uk">http://www.vwv.co.uk</a></p>	<p>R E Perry</p>	<p>No Clerk</p>

## APPENDIX E: ROLL B AGENTS

### Form of application under Speaker's rules for parliamentary agents.

#### Roll "B"

##### **[For Solicitors and those previously registered applying in respect of Roll B.]**

FORM OF APPLICATION for A PERSON desirous of being registered as a PARLIAMENTARY AGENT for the purpose of opposing Bills in the House of Commons.

To the Clerk of Bills

House of Commons

I,

having previously been registered as a Parliamentary Agent, or being a solicitor, and being actually employed in opposing a Bill<sup>2</sup>, do hereby apply to have my name registered on Roll B, for the Session 2010 to 2011, as a Parliamentary Agent entitled to practice as such in opposing Bills<sup>2</sup>.

(Signature)

(Date)

(Address)

## APPENDIX E: Continued

### ROLL "B"

**[For Persons not solicitors nor previously registered applying in respect of Roll B.]**

FORM OF APPLICATION for A PERSON desirous of being registered as a PARLIAMENTARY AGENT for the purpose of opposing Bills in the House of Commons.

To the Clerk of Bills

House of Commons

I,

not being a Solicitor nor having previously been registered as a Parliamentary Agent, and being actually employed in opposing a Bill<sup>22</sup>, herewith submit in accordance with paragraph 11 of Speaker's Rules for Parliamentary Agents, a certificate of respectability signed by

being a

and do hereby apply to have my name registered on Roll B, for the Session 2010 to 2012, as a Parliamentary Agent entitled to practice as such in opposing Bills.<sup>22</sup>

(Signature)

(Date)

(Address)

<sup>22</sup> *Speaker's Rule 24: These Rules shall apply with necessary modifications to agents for special procedure order petitions, agents for ministers of the crown responsible for laying special procedure orders before parliament, agents for applicants for such orders and agents for counter-petitions.*

## APPENDIX F: TEMPLATE: LETTER OF AUTHORITY

I hereby authorise [Name of Agent] to act as Agent on behalf of (the) [Name of Petitioner(s) OR Petitioning Organisation] in all matters relating to the [Title of the Special Procedure Order].

[Signature]

**NOTE:** The authority should be given in the form of a letter on the headed paper (if any) of the petitioner(s) or petitioning organisation and should be signed by the petitioner(s), or , in the case of an organisation, by an officer of the organisation normally authorised to execute documents on its behalf.

## APPENDIX G: TEMPLATE: CERTIFICATE OF RESPECTABILITY<sup>23</sup>

Please supply the following information:

To the Clerk of Bills,

House of Commons

I,

being a Member of Parliament/ Justice of the Peace/ Barrister/ Solicitor\*

do hereby certify that to the best of my knowledge, information and belief,

is in every way a respectable person.

(Signature)

(Date)

(Address)

\* Delete as appropriate

<sup>23</sup> Speaker's Rule 11: Any person possessing the required qualifications shall be entitled to be registered unless the Speaker otherwise directs: *Provided that unless he is a solicitor or has been previously registered as a parliamentary agent he must on his first application for registration produce to the Clerk in the Private Bill Office a Certificate of Respectability from a Member of Parliament, a Justice of the Peace, a barrister, or a solicitor.*