

## **APPENDIX D: CHECK LIST: DOCUMENTS YOU NEED TO TAKE (OR SEND) TO THE HOUSE OF LORDS PRIVATE BILL OFFICE**

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### **WHAT IS THIS DOCUMENT?**

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This is part of the Petitioning Kit for petitioning against the High Speed Rail (London – West Midlands) Bill (**the HS2 Bill**) in the House of Lords and should be read in conjunction with *The High Speed Rail (London – West Midlands) Bill: How to Petition against a Hybrid Bill in the House of Lords petitioning kit guide*.

Please note: A Certificate of Respectability will not be needed by anyone who enrolled as a “Roll B” Agent in the House of Commons (we can access that copy).

The Private Bill Office needs to receive all of the documents listed for your type of petition BUT only the signed original copy of your petition and the completed one unsigned copy of the petition must be received in the petitioning period. So, if you are emailing a pdf of the signed petition and the information sheets you may post the remaining documents to us shortly afterwards. If you do that, you will need to add the petition number to the documents that you post (you will receive that in an email).

(check list begins overleaf)

.....continued

TYPE OF PETITION	WHAT YOU SHOULD BRING WITH YOU (OR SEND TO THE HOUSE OF LORDS PRIVATE BILL OFFICE)
<b>Petitioning as an individual (or by more than one individual petitioners):</b>	
<p>a) not being represented by an Agent,  or  b) or being represented by one of the co-petitioners</p>	<ul style="list-style-type: none"> <li>▪ Signed copy of the petition</li> <li>▪ Information Sheets (<i>Appendix B</i>)</li> <li>▪ Fee of £20</li> <li>▪ one unsigned copy of the petition</li> </ul>
<p>c) being represented by a “Roll A” Agent</p>	<ul style="list-style-type: none"> <li>▪ The “Roll A” Agent will take care of all necessary paperwork for you</li> </ul>
<p>d) being represented by a “Roll B” Agent</p>	<ul style="list-style-type: none"> <li>▪ Signed copy of the petition</li> <li>▪ Information Sheets (<i>Appendix B</i>)</li> <li>▪ Fee of £20</li> <li>▪ one unsigned copy of the petition Roll B Agent application form (<i>Appendix E</i>)</li> <li>▪ Certificate of Respectability (<i>Appendix F</i>)</li> <li>▪ Letter of Authority for “Roll B” Agent (<i>Appendix J</i>)</li> </ul>

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Check list: Documents you need to take to the Private Bill Office—*continued*

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TYPE OF PETITION	WHAT YOU SHOULD BRING WITH YOU
<b>Petitioners from organisations, groups etc. (must be represented by an Agent):</b>	
a) represented by a “Roll A” Agent	<ul style="list-style-type: none"> <li>▪ The “Roll A” Agent will take care of all necessary paperwork for you</li> </ul>
b) represented by a “Roll B” Agent	<ul style="list-style-type: none"> <li>▪ Signed copy of the Petition</li> <li>▪ Information Sheets (<i>Appendix B</i>)</li> <li>▪ Fee of £20</li> <li>▪ one unsigned copy of the petition</li> <li>▪ “Roll B” Agent application form (<i>Appendix E</i>)</li> <li>▪ Certificate of Respectability (<i>Appendix F</i>)</li> <li>▪ Letter of Authority signed by someone who has authority to do so</li> <li>▪ Letter containing the Resolutions passed at a properly constituted meeting</li> </ul>
<b>Petitions from companies etc. (must be represented by an Agent):</b>	
a) represented by a “Roll A” Agent	<ul style="list-style-type: none"> <li>▪ The “Roll A” Agent will take care of all necessary paperwork for you</li> </ul>
<ul style="list-style-type: none"> <li>▪ represented by a “Roll B” Agent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Signed copy of the Petition</li> <li>▪ Information Sheets (<i>Appendix B</i>)</li> <li>▪ Fee of £20</li> <li>▪ one unsigned copy of the petition</li> <li>▪ “Roll B” Agent application form (<i>Appendix E</i>)</li> <li>▪ Certificate of Respectability (<i>Appendix F</i>)</li> <li>▪ Letter of Authority naming an Agent and authorising a petition to be presented signed by someone who has authority to do so</li> </ul>

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Check list: Documents you need to take to the Private Bill Office—*continued*

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TYPE OF PETITION	WHAT YOU SHOULD BRING WITH YOU
<b>Petitions from local authorities (must be represented by an Agent):</b>	
a) represented by a “Roll A” Agent	<ul style="list-style-type: none"> <li>▪ The “Roll A” Agent will take care of all necessary paperwork for you</li> </ul>
b) represented by a “Roll B” Agent	<ul style="list-style-type: none"> <li>▪ Signed copy of the Petition</li> <li>▪ Information Sheets (<i>Appendix B</i>)</li> <li>▪ Fee of £20</li> <li>▪ one unsigned copy of the petition</li> <li>▪ “Roll B” Agent application form (<i>Appendix E</i>)</li> <li>▪ Certificate of Respectability (<i>Appendix F</i>)</li> <li>▪ Letter of Authority naming an Agent and authorising a petition to be presented signed by someone who has authority to do so</li> </ul>