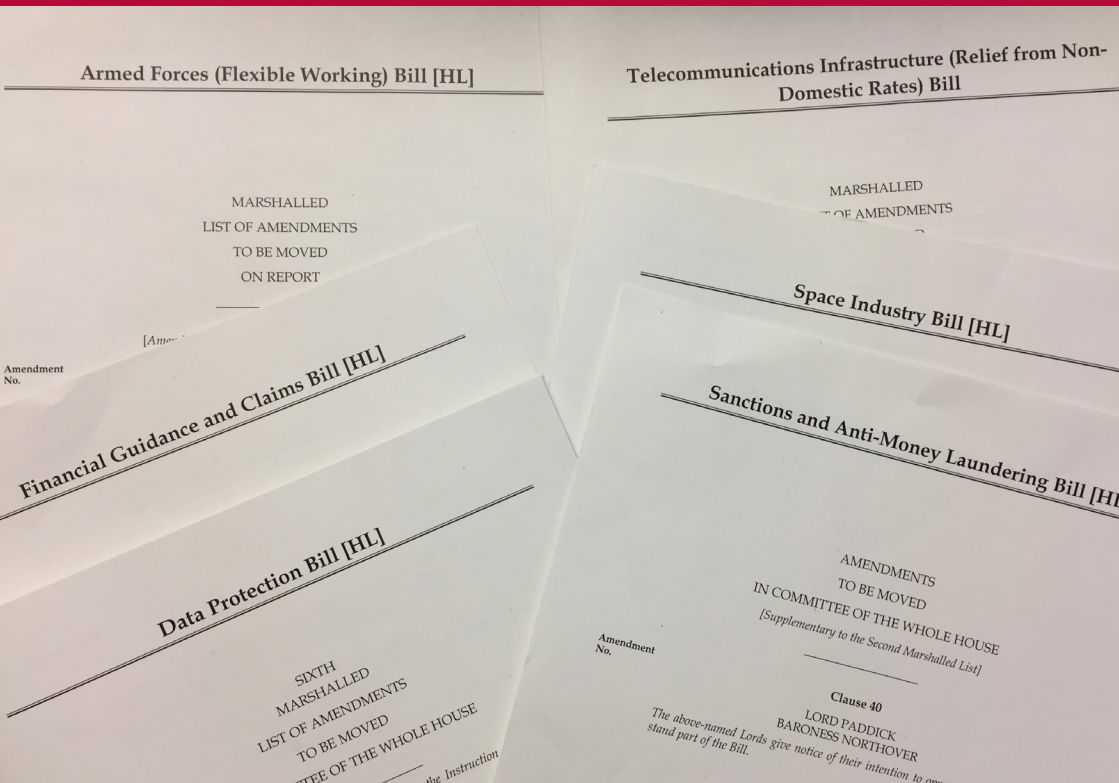




# A Guide to House of Lords Amendment Style



**Further information on public bills can be found in:**

*A Guide to Public Bills in the House of Lords*

*A Guide to using the Lords Amendments System*

*A Guide to Private Members' Bills in the House of Lords*

*Companion to the Standing Orders and Guide to the Proceedings of the House of Lords*

These publications are all available in the Printed Paper Office, in the Public Bill Office and on the Parliament website.

## ***Foreword***

This booklet sets out the various categories of amendment with examples of the most common variations. It is intended to serve as a handy reference guide for Members and their advisers.

Public Bill Office staff are available to advise on amendments and, if required, will edit any text received.

Amendments may be tabled between 10am and 5pm (4pm on Fridays and in recesses). They may be emailed to [hlpublicbills@parliament.uk](mailto:hlpublicbills@parliament.uk) from the Member's parliamentary email address or handed in to the office (signed by the Member who wishes to table them). Members wishing to use an alternative email address should notify the Public Bill Office in advance.

Members may also table amendments using the Lords Amendments System. This can be accessed from a parliamentary network account on a PDS-supplied computer by directing the web browser to [las.parliament.uk](http://las.parliament.uk). Please see *A Guide to using the Lords Amendments System* for further details.

Public Bill Office, Room 28, First Floor, West Front  
Email: [hlpublicbills@parliament.uk](mailto:hlpublicbills@parliament.uk)  
Telephone: 020 7219 3153

December 2017

Guidance published by the Office of Parliamentary Counsel on drafting bills may be helpful to those drafting amendments. See: [www.gov.uk/government/publications/drafting-bills-for-parliament](https://www.gov.uk/government/publications/drafting-bills-for-parliament).

In particular, amendments, like bills, are drafted in a gender-neutral way so far as practicable.

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# Amendments to leave out

## I. Amendments to leave out a Clause or Schedule

*Separate amendments are required to leave out more than one Clause or Schedule.*

### (a) Committee Stage

*At Committee Stage amendments to leave out Clauses or Schedules take the form of opposition to the motion that each Clause or Schedule “stand part” of the bill, and are tabled as “italic notices” of opposition. Strictly speaking they are not amendments but they may have up to the usual four names (or four plus the member-in-charge) as signatories.*

#### Clause 2

LORD SMITH

[LORD ADDITIONAL-NAME]

*Lord Smith gives notice of his intention to oppose the Question that Clause 2 stand part of the Bill.*

*[The above-named Lords give notice of their...]*

#### Schedule 3

BARONESS JONES

[BARONESS ADDITIONAL-NAME]

*Baroness Jones gives notice of her intention to oppose the Question that Schedule 3 be the Third Schedule to the Bill.*

*[The above-named Lords give notice of their...]*

### (b) Report and Third Reading

Leave out Clause 2

Leave out Schedule 3

**2. Amendments to leave out subsections, paragraphs and sub-paragraphs**

**(a) In a clause**

Page 2, line 10, leave out subsection (1)

Page 2, line 10, leave out subsections (1) and (2)

Page 2, line 10, leave out subsections (1) to (4)

Page 2, line 11, leave out paragraph (a)

Page 2, line 12, leave out sub-paragraph (i)

**(b) In a schedule**

Page 10, line 2, leave out paragraph 1

Page 10, line 3, leave out sub-paragraph (1)

Page 10, line 4, leave out paragraph (a) [not “sub-sub-paragraph (a)”]

**3. Amendments to leave out lines**

*This form is applied to any block of text consisting of whole lines other than subsections, paragraphs and sub-paragraphs, and to any text to be inserted into previous Acts.*

Page 2, leave out line 10

Page 2, leave out lines 10 and 11

Page 2, leave out lines 10 to 14

Page 2, line 10, leave out from beginning to end of line 2 on page 3



**4. Amendments to leave out text not consisting of whole lines**

*Use the form “leave out from “x” to “y”” where there are more than eight words to be left out. “X” and “y” are the words before and after the words to be left out and will stay in the bill.*

Page 2, line 10, leave out “(3),”

Page 2, line 10, leave out “, or the Director (or his deputy),”

Page 2, line 10, leave out from beginning to “decide” in line 12

Page 2, line 10, leave out from beginning to “the” in line 3 on page 3

Page 2, line 10, leave out from “State” to end of line 12

Page 2, line 10, leave out from “State” to second “shall” in line 11

## Amendments to leave out and insert

### I. Amendments to leave out Clauses or Schedules and insert new Clauses or Schedules

*The same form applies at all amending stages*

Leave out Clause 5 and insert the following new Clause—

**“Title of the new Clause**

- (1) Text of new Clause set out if necessary in numbered subsections ((1), (2) etc), each normally consisting of one whole sentence and divided where appropriate into paragraphs ((a), (b) etc) and sub-paragraphs ((i), (ii) etc).”

Leave out Schedule 3 and insert the following new Schedule—

**“SCHEDULE**

**TITLE OF NEW SCHEDULE**

- I Text of new Schedule, set out if necessary in numbered paragraphs (1, 2, etc) and sub-paragraphs ((1), (2) etc); and sub-sub-paragraphs ((a), (b) etc).”

### 2. Amendments to leave out subsections (or paragraphs) and insert new subsections (or new paragraphs)

Page 3, line 4, leave out subsection (2) and insert—

“(2) Where the Secretary of State [...]”

Page 3, line 4, leave out subsection (2) and insert—

“(2) Subsection (1) does not apply in the circumstances set out in subsection (2A) below.

(2A) Those circumstances are—

(a) where [...]”

**3. Amendments to leave out lines and insert new text**

Page 2, leave out line 5 and insert “except where directed by the Treasury.”

Page 4, leave out line 10 and insert—

“having regard to the different sectors of employment,”

Page 104, leave out lines 10 to 14 and insert—

“This paragraph applies [...].”

**4. Amendments to leave out words and insert words**

Page 1, line 10, leave out “may” and insert “must”

Page 2, line 4, leave out “with the consent of the Treasury,” and insert “unless the Secretary of State otherwise directs,”

Page 5, line 8, leave out “(4)(b), (5) or (6)” and insert “(4), (5) or (6)(a)”

Page 10, line 24, leave out “may” and insert—

“(a) must, if requested to do so by the Secretary of State, and

(b) may, in any other case,”

Page 12, line 12, leave out “except in Scotland” and insert “except where subsection (2A) applies.

(2A) This subsection applies where [...].”

Page 14, line 40, leave out from second “the” to “for” in line 42 and insert “information sought must be used only”

Page 14, line 40, leave out from second “the” to end of line 2 on page 15 and insert “information sought must be used only for the purposes set out in subsection (3) below.”

## Amendments to insert

### I. Amendments to insert new Clauses or Schedules

#### After Clause 3 / Before Clause 3

Insert the following new Clause—

**“Title of the new Clause**

- (1) Clause with text in numbered subsections; and each subsection being a single sentence.
- (2) Second subsection with paragraphs—
  - (a) written out,
  - (b) in order, and
  - (c) with the following—
    - (i) first sub-paragraph, or
    - (ii) further sub-paragraphs.
- (3) [...]”

#### After Schedule 2

Insert the following new Schedule—

**“SCHEDULE**

**TITLE OF NEW SCHEDULE**

- I Text of new Schedule, set out in numbered paragraphs, sub-paragraphs, etc.”

*Any amendment to insert a new Schedule must be accompanied by a new Clause (or, if appropriate, a new subsection in an existing Clause) to give effect to the new Schedule. This can be as simple as the following example.*

#### After Clause 23

Insert the following new Clause—

*“New cross heading*

**Clause title**

*Schedule (Title of new Schedule) has effect.”*

## 2. Amendments to insert new subsections

*A new subsection should normally be un-numbered (i.e. just empty brackets) unless numbering is required for cross-reference purposes. In such cases, subsections inserted between existing subsections (2) and (3) are numbered (2A), (2B) etc.; subsections added after subsection (3) if that is the last existing subsection may be numbered (4), (5) etc. The line number should refer to the line immediately preceding the point at which the new subsection is to be inserted.*

Page 2, line 10, at end insert—

“( ) A statutory instrument containing regulations under subsection (2) may not be made unless a draft of the instrument has been laid before, and approved by a resolution of, each House of Parliament.”

Page 4, line 38, at end insert—

“(2A) This section does not apply in the circumstances referred to in subsection (2B) below.

(2B) Those circumstances are [...].”

## 3. Amendments to insert new paragraphs, sub-paragraphs etc.

*New paragraphs should normally be un-numbered (i.e. just empty brackets) unless numbering is required for cross-reference purposes. In such cases, paragraphs inserted between existing paragraphs (b) and (c) are numbered (ba), (bb) etc.; paragraphs added after paragraph (c) if that is the last existing paragraph may be numbered (d), (e) etc. The line number should refer to the line immediately preceding the point at which the new paragraph is to be inserted.*

Page 3, line 22, at end insert—

“( ) where the Secretary of State so directs,”

Page 4, line 19, at end insert “; or

( ) the Isle of Man”

Page 35, line 2, at end insert—

“(iv) the Director General, or

(v) any person authorised by the Secretary of State to carry out the functions of one of the persons referred to in sub-paragraphs (i) to (iv).”

**4. Amendments to insert words**

Page 5, line 35, after “Director” insert “or his or her deputy”

Page 5, line 35, after first “to” insert “their normal place of residence or”

Page 5, line 40, at beginning insert “Subject to subsection (3A) below,”

Page 5, line 45, at end insert “or (3)(b)”

## Amendments to alter existing Acts or regulations

### I. Amendments to alter existing Act

#### After Clause 100

Insert the following new Clause—

**“Title of a new Clause to insert a section into an existing Act**

After section 24 of the Pensions Act 1985 (occupational pensions)\* insert—

**“24A Title of new section**

Text of new section.””

Insert the following new Clause—

**“Title of a new Clause to omit a section in an existing Act**

Omit section 24 of the Pensions Act 1985 (occupational pensions).”

Insert the following new Clause—

**“Title of a new Clause to substitute wording in an existing Act**

For section 24 of the Pensions Act 1985 (occupational pensions), substitute—

**“Title of revised section 24**

Text of revised section.””

Or

In section 24(3) of the Pensions Act 1985 (occupational pensions), for “£500,000” substitute “£1,000,000”.

*\*The words in brackets need not reproduce exactly the section heading in the Act.*

*If you wish to make more than one amendment to an existing Act, use the following form.*

Insert the following new Clause—

**“Title of a new Clause to make alterations to an existing Act**

- (1) The Pensions Act 1985 is amended as follows.
- (2) After section 24 (occupational pensions) insert—

**“24A Title of new section**

Text of new section.”

- (3) Omit section 25 (state pension).
- (4) For section 26 (other pensions), substitute—

**“Title of revised section 24**

Text of revised section.”

- (5) In section 27(3) (yet more pensions), for “£500,000” substitute “£1,000,000”.

*Similarly, if the bill already proposes to amend an existing Act, your amendment can simply add new subsections (such as those above) to the relevant clause.*

## **2. Amendments to alter existing regulations**

### **After Clause 100**

Insert the following new Clause—

**“Title of new Clause to amend existing regulations**

- (1) The Occupational Pensions (Charges) (Amendment) Regulations 1994 are amended as follows.
- (2) In regulation 4 (interpretation), in paragraph 3, [insert / omit / substitute text in the same way as you would with an Act].”



## **Amendments to create a delegated power**

### **1. Affirmative power**

Page 3, line 4, at end insert—

- “( ) The Secretary of State may by regulations made by statutory instrument provide/specify...
- ( ) A statutory instrument containing regulations under [this section / subsection ( )] may not be made unless a draft of the instrument has been laid before, and approved by a resolution of, each House of Parliament.”

### **2. Negative power**

Page 4, line 17, at end insert—

- “( ) The Secretary of State may by regulations made by statutory instrument provide/specify...
- ( ) A statutory instrument containing regulations under [this section / subsection ( )] is subject to annulment in pursuance of a resolution of either House of Parliament.”

*For delegated powers involving devolved authorities, please consult the PBO.*

## **Amendments to the long title**

*For more information as to the rules relating to amendments to the long title, see Companion to the Standing Orders, paragraph 8.55.*

### **In the Title**

Line 3, leave out from “appeal” to first “to” in line 4

Line 3, leave out “dangerous substances” and insert “pathogens and toxins”

Line 3, after “appeal;” insert “to amend the law of trespass;”

Line 5, at end insert “; and for connected purposes”

## Amendments to amendments

### Clause 3

LORD SMITH

*[Amendment X is an amendment to Amendment 241]*

[In subsection (x) or paragraph (y), etc.], leave out “or the Secretary of State”

*In amendments to amendments, references are to the relevant subsection or paragraph of the original amendment (not the line numbers of the bill).*

### Clause 4

LORD JONES

*[Amendment X is an amendment to the [first] amendment [to page 2, line 4] printed on sheet HL Bill 22(a)]*

[In subsection (x) or paragraph (y), etc.], after “State” insert “or Attorney General”

## Amendments to text in columns

Page 145, column 3, leave out line 5

Page 145, line 24, column 2, leave out “or (3)”

Page 145, line 3, column 2, at end insert—

“and in section 24, the words “,  
Auditor General for Scotland”.”

Page 145, line 7, at end insert—

“The Charities Act 1960 (c. 58) In Schedule 6, paragraph 2.”

## Subdivisions of clauses and schedules: an illustration

### Subdivisions of clauses

#### 2 Clause title

- Subsection → (1) It shall be the function of the body to carry out all, any or none of the tasks which are specified by the Secretary of State.
- (2) Subsections should normally form one complete sentence, which may be broken down into—
- Paragraph → (a) paragraphs;
- (b) which look like this; and
- (c) they can even be broken down into smaller subdivisions—
- Sub-paragraph → (i) called sub-paragraphs;
- (ii) like this.

### Subdivisions of schedules

- Paragraph → I (1) Before appointing a person to be the Chair or a member of the body, the Secretary of State must be satisfied that that person has no relevant financial interests.
- Sub-paragraph → (2) The Secretary of State must also be satisfied from time to time that the Chair or any current member of the body has not acquired any relevant financial interests.
- (3) In the exercise of this function the Secretary of State may require the Chair or any member of the body to provide any relevant—
- Sub-sub-paragraph → (a) information; or
- (b) documents.

*In order to make it easier to read, an amendment to leave out a sub-sub-paragraph is usually phrased “leave out paragraph (a)”.*

## QUICK REFERENCE

*To table amendments, and for advice on public bill procedures and amendments –*

**Public Bill Office** (Room 28, First Floor, West Front)

Tel 020 7219 3153 email [hlpublicbills@parliament.uk](mailto:hlpublicbills@parliament.uk)

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*For all bill documents, and reports of debates on bills –*

[www.parliament.uk/bills](http://www.parliament.uk/bills)

Each bill before Parliament has its own web page, with links to all bill documents including PDFs of the bill, explanatory notes, amendment documents and any relevant briefing papers prepared by the Lords or Commons Libraries. The pages also contain links to the Hansard report of debates on each stage of a bill.

*To sign up to speak at second reading, and to discuss grouping of amendments –*

**Government Whips' Office** (Principal Floor, West Front)

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*To read existing legislation –*

[www.legislation.gov.uk](http://www.legislation.gov.uk)

Provides the text of existing Acts of Parliament, both "as enacted" and up-to-date.

**Lexis Library**

The House of Lords Library also subscribes to Lexis Library, which provides the text of existing Acts of Parliament, as up-to-date versions, and as historical versions as at a certain date. Accessible directly via the intranet, or with the assistance of Lords Library staff.

*Further information –*

- [A Guide to Public Bills in the House of Lords](#)
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