

Guidance on submitting your petition

You may also wish to read the following guidance before drafting or submitting your petition:

- Guidance on the right to be heard
- [Guide to hybrid bills](#)
- Overview of the bill process
- Guide to Committee stage

All guidance documents not linked to above can be found on the [Committee's website](#), as can the petition template to be used when drafting your petition.

Petitions against the Bill and any Additional Provisions can be submitted using the portals available by following [this link](#).

What is a petition?

A petition against the High Speed Rail (Crewe - Manchester) Bill is a document outlining how the Bill affects a person, group or organisation and how they believe it should be altered. You can also petition against any Additional Provisions (amendments to the Bill presented by the Government) introduced in relation to the Bill. Petitioning against a Bill is a different process from other Parliamentary petitions you might know about (including public petitions or e-petitions).

Who may petition?

Any individual, group of individuals, organisation or business which is "directly and specially affected" by the Bill (or any Additional Provision) can petition against it. More information about who has the right to be heard before the Committee can be found in the guidance listed above.

What should I put in my petition?

Your petition should:

- Explain 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);
- Describe why your property or other interests are directly and specially affected, and explain how the Bill (or Additional Provision) will adversely affect you;
- State what you think should be done to reduce the adverse effects the Bill (or Additional Provision) has on you or your property/business and, if possible, how the Bill should be amended to achieve this.

Your petition will form the basis of your case to the Select Committee on the Bill so it must include all the objections which you wish to raise. You will not be able to raise matters before the Committee if they are not referred to in your petition.

The Committee will not be considering the wider principles of the Bill (for example, whether the railway should be constructed at all). Your petition should concentrate on the specific ways in which the Bill specially and directly affects you.

A petition template is available at the end of this guidance.

Can I include pictures and photos in my petition?

No, your petition should only include text. You will be able to share photos/maps in your evidence to the select committee.

When should I submit my petition?

The petitioning period for petitions against the Bill will start the day after the second reading of the Bill, which is scheduled to take place on 20 June 2022. The petitioning period will run from Tuesday 21 June to Thursday 4 August 2022.

The introduction of Additional Provisions trigger further petitioning periods. Dates for these will be announced upon the deposit of the Additional Provisions.

How do I submit my petition?

Once the relevant petitioning period begins, you will be able to submit your petition via an online portal on Parliament's website.

If you prefer, you can also submit your petition by post, email or in person. Emailed submissions should be sent to hs2committee@parliament.uk. Postal submissions should be sent to the Private Bill Office, House of Commons, SW1A 0AA.

Is there a charge for petitioning?

There is an administration fee of £20 per petition.

When you submit your petition online, you will receive an email which will tell you how to make the payment by bank transfer. If you submit your petition by post or in person, you can give or send a cheque or cash, or make a bank transfer.

A petition will not be considered by the select committee if the fee has not been received.

If there are any further petitioning periods in the House of Commons relating to Additional Provisions, you will not have to pay to petition again if you have petitioned already. However, you will have to pay a further £20 fee if you wish to petition when the Bill reaches the House of Lords.

Can you check my petition for me?

Yes. If you send a draft of your petition to the House of Commons Private Bill Office in advance of submitting it, we will check it to ensure that the form of your petition is correct. We will not

comment on the arguments contained within the petition as those are a matter for your own judgment.

Please ensure you send your petition for checking well in advance of the end of the petitioning period. If you wait until the end of the petitioning period, we may not have chance to look at it for you before the submission deadline.

Can I withdraw my petition after submitting it?

Yes. You may withdraw your petition at any time by emailing or writing to us. Your fee will not be refunded.

If you are not the only petitioner on your petition, you may withdraw your name from the petition in the same way, but you cannot withdraw the petition itself unless all the petitioners wish to do so.

What happens after I submit my petition?

After you submit your petition, it will be published on Parliament's website. This will include your name and address. Your petition will also be sent to HS2 Ltd, who will send you an acknowledgement and are likely to contact you to discuss your petition and to try to resolve the objections you have outlined.

The promoter may challenge your right to be heard. See the guidance on right to be heard for more information about right to be heard challenges. HS2 Ltd will be in contact with you if the Promoter plans to challenge your right to be heard.

Once the select committee has heard the right to be heard challenges, it will hear petitioners' cases. Someone on behalf of the committee will be in touch with you to schedule your hearing. Every effort will be taken to accommodate reasonable needs but petitioners will need to be flexible in their availability.

Before the hearing, HS2 Ltd will send you a formal written response to your petition.

Can someone else represent me in front of the select committee?

Many petitioners decide to represent themselves and there will be no disadvantage to you doing so. The select committee will expect to hear from people with no legal training, and the committee members will not necessarily be legally qualified themselves.

However, you may feel more comfortable (or feel that you may be better represented by) asking someone else to act on your behalf if you wish. This could be a friend, relative or colleague or it could be someone you pay (for example, a solicitor or land agent). There are professional Parliamentary Agents (solicitors accredited by Parliament who specialise in promoting and opposing hybrid and private bills), known as "Roll A" Agents who you could ask to act on your behalf. You can find a list of Roll A Agents on the Parliamentary website [here](#).

You can change your representative at any time. You need to let the Private Bill Office know when that happens, so we know who to contact about your petition.

Who will appear before the Committee if a group of individuals has petitioned?

One of the petitioners may act on behalf of their co-petitioners, as their representative, provided all of the co-petitioners consent. Alternatively, the group could ask someone else to represent them.

Who should represent a business/organisation before the Committee?

Any business or organisation must have a representative who will represent the petition in front of the select committee. This could be someone from the business or organisation, or someone else hired to represent the business or organisation. Your organisation should hold a properly constituted meeting and pass resolutions authorising the submission of the petition and for the named person to act as a representative.

How should a local authority be represented?

If a local authority wishes to petition against the Bill or an Additional Provision it must be represented by an individual. This could be a councillor or someone else.

If you are a councillor you may petition as an individual if the Bill or Additional Provision specially and directly affects you individually, but you cannot use that petition to give evidence on behalf of your local authority. Such a petition must be presented in the name of the local authority.

Further information and resources

Any questions about petitioning or the work of the Select Committee on the Bill should be directed to the Private Bill Office on hs2committee@parliament.uk or 020 7219 3250.

For more information about the HS2 route, the proposed works and other information about the project itself, please contact HS2 Ltd (HS2enquiries@hs2.org.uk; Freephone 08081 434434)

Template petition

The petition template will ask you for details including your name and address. It will also ask you for specific information relating to your petition, your objections to the Bill and what you would like to be done in response to your objections. The format for explaining your objections to the Bill will be similar to the template below. The final template will be uploaded on the bill page and the Select Committee's website when the petitioning period opens.

House of Commons

High Speed Rail (Crewe - Manchester) Bill

1. Terms and conditions

We need your consent to use your data and to keep you updated on the progress of your petition.

Your data

Your petition will be published on the UK Parliament's website. Please note this will include your name and address. We will store your data and a copy of your petition in the Private Bill Office and as a record in the Parliamentary Archives.

Communications

Your data is stored so that you can be invited to have your petition heard by the Committee.

Private Bill Office staff may contact any of the people named in the petition to verify the information provided. Those communications will be stored with the information you have given.

Your petition and communications regarding it may be shared between the Private Bill Offices.

If you have completed this form on behalf on an individual, group of individuals, on organisation or group of organisations, please ensure you have been authorised to do so.

For more information on how we handle your data, please see our [privacy notice](#).

Consent

☐ I give consent for my information to be used for the purposes set out above.

2. Petitioner information

In the box below, give the name and address of each individual, business or organisation submitting the petition.

In the box below, give a description of the petitioners. For example, “We are the owners/tenants of the addresses above”; “My company has offices at the address above”; “Our organisation represents the interests of...”; “We are the parish council of...”.

3. Objections to the Bill

In the box below, write your objections to the Bill and why your property or other interests are **directly and specially affected**. Please number each paragraph.

Only objections outlined in this petition can be presented when giving evidence to the Committee. You will not be entitled to be heard by the Committee on new matters not included in your written petition.

4. What do you want to be done in response?

In the box below, tell us what you think should be done in response to your objections to the Bill. You do not have to complete this box if you do not want to.

You can include this information in your response to section 3 'Objections to the Bill' if you prefer. Please number each paragraph.

5. Petitioner details

Organisation/group name (if relevant)

First name(s)

Last name

Address line 1

Address line 2

Post code

County

Email

Phone (landline or mobile)

Who should be contacted about this petition?

- ☐ Individual above
- ☐ Another contact (for example, Roll A Agent or other representative)

If another contact, complete the 'Main contact's details' section below.

6. Main contact's details

First name(s)

Last name

Address line 1

Address line 2

Post code

County

Email

Phone (landline or mobile)

7. Next steps

Once you have completed your petition template, please save it.

After doing so, please visit the Committee's webpage on the link below and follow the instructions to submit your petition through the dedicated online portal:

<https://committees.parliament.uk/committee/597/high-speed-rail-crewe-manchester-bill-select-committee-commons/work/3/?committeebusinesstypeslug=legislative-scrutiny>

Alternatively, you can email your petition to hs2committee@parliament.uk or submit your petition by post to: Private Bill Office, House of Commons, London, SW1A 0AA.

Please pay the £20 administration fee within 2 working days of submitting your petition. Payment should be made by bank transfer (sort code 60-70-80 and account number 10022317, **quoting your surname as a reference**) or cheque payable to "HOC Administration 2". Cheques should be posted to Private Bill Office, House of Commons, London, SW1A 0AA.

Once your petition has been received and accepted, it will be sent to the Bill's promoter (HS2 Ltd, on behalf of the Secretary of State for Transport) and published online on the Committee's website. Copies of petitions submitted in hard copy (i.e. delivered by post or in person) will also be kept in the Private Bill Office and then as a record in the Parliamentary Archives.

Petitions sent to the Bill's promoter will include all personal information provided by the petitioner/s. Petitions published online will include only the name and address of the petitioner/s. More detailed personal information, provided in Sections 5 and 6, will be removed before publication.