

Guidance on submitting your petition

You may wish to read the following before you read the guidance on submitting your petition:

- [Guidance on right to be heard](#)

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. It 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 can petition against it. More information about who has the right to be heard before the Committee can be found [here](#).

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 will adversely affect you;
- State what you think should be done to reduce the adverse effects the Bill 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 so it must include all the objections which you wish to raise. You will not be able to raise matters in the Committee if they are not referred to in your petition.

The select 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 will start the day after the second reading of the bill, which is expected to take place in late June or July 2022. The petitioning period will run for at least 25 days.

As soon as there is more information about the dates for second reading and the petitioning period, it will be published on the bill webpage here. You can also contact the [House of Commons Private Bill Office](#) and ask to be sent updates about the bill.

How do I submit my petition?

Once the 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.

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 amendments to the Bill presented by the Government (known as Additional Provisions), then if you have petitioned already, you will not have to pay to petition again. 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.

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 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 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

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

Personal information

A copy of this petition will be:

- kept in the Private Bill Office and as a record in the Parliamentary Archives.
- sent to the Bill's Promoter after the petition has been received by the Private Bill Office.

We will publish your petition on UK Parliament's website. This will include your name and address.

The personal information you have provided may be kept in a database by both Private Bill Offices (the House of Lords Private Bill Office and the House of Commons Private Bill Office).

Communications

Private Bill Office staff may call or email any of the people named in the petition to verify the information provided.

Communications may be stored in databases to keep track of information you have given or received. This information may be shared between the Private Bill Offices.

Consent and confirmation

By submitting this petition you are confirming that:

- The information you have provided in the petition and online form is accurate.
- If you have completed the form on behalf of an individual, a group of individuals, an organisation, or a group of organisations, you have been authorised to do so.

Check this box if you agree to the terms and conditions

2. Petitioner information

In the box below, give the name and address of each individual, business or organisation(s) 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 on new matters.

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. You do not have to complete this box if you do not want to.

You can include this information in your response to section 2 'Objections to the Bill' if you prefer. Please number each paragraph.

5. Petitioner's 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

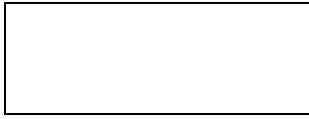
Address line 2

Post Code

County

Email

Phone (landline or mobile)



7. Next steps

Once you have completed your petition template, please save it. Once you have done so, return to the website and follow the prompts.

Please pay the £20 admin 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.