Petition template

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, 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](https://www.parliament.uk/site-information/data-protection/).

**Consent**

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

1. **Petitioner information**

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

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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…”.

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1. **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.

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1. **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.

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1. **Petitioner details**

**Organisation/group name (if relevant)**

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**First name(s)**

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**Last name**

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**Address line 1**

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**Address line 2**

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**Post code**

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**County**

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**Email**

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**Phone (landline or mobile)**

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**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.**

1. **Main contact’s details**

**First name(s)**

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**Last name**

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**Address line 1**

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**Address line 2**

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**Post code**

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**County**

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**Email**

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**Phone (landline or mobile)**

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1. **Next steps**

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

After doing so, please visit the relevant Bill’s page on the Parliamentary website and submit your petition through the dedicated online portal.

Alternatively, you can email your petition to [prbohoc@parliament.uk](mailto:prbohoc@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 and published online on the Parliamentary 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.