

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](#)

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 can be submitted using the portal available by following this [link](#).

What is a petition?

A petition against the Holocaust Memorial 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 can petition against it. More information about who may have the right to be heard before the Select Committee appointed to consider petitions 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 will adversely affect you;
- State what you think should be done to reduce the adverse effects the Bill has on you or your interests 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.

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

What can be considered on a petition?

As outlined above, a petition should only cover how a petitioner is directly and specially affected by the provisions of a Bill, and what should be done to reduce these adverse effects.

The [Holocaust Memorial Bill](#) consists of two substantive clauses:

- Clause 1, which permits the Secretary of State to incur expenditure for the purposes of constructing, using, operating, maintaining or improving a memorial commemorating the victims of the Holocaust and an accompanying centre for learning;
- Clause 2, which provides that sections 8(1) and 8(8) of the London County Council (Improvements) Act 1900 (which require the land at Victoria Tower Gardens to be laid out and thereafter kept and maintained for use as a garden open to the public) does not prevent, restrict or otherwise affect the carrying out of any of the activities described in Clause 1, in relation to the land described in that section.

The Bill does not give any consent (such as planning permission) for a Holocaust memorial and learning centre, nor does it determine that such a memorial will necessarily be built at Victoria Tower Gardens. The Bill only makes provision for expenditure to build and operate such a memorial and learning centre in an unspecified location, and that the 1900 Act cannot be used to prevent this in relation to the land at Victoria Tower Gardens.

Accordingly, any petition should focus on how a petitioner is directly and specially affected by either Clause 1 – the granting of permission to the Secretary of State to incur expenditure – or Clause 2 – the disapplication of sections 8(1) and 8(8) of the London County Council (Improvements) Act 1900 for the purposes of preventing or restricting the construction, operation or maintaining of a Holocaust memorial and learning centre at Victoria Tower Gardens. Any petition which does not allege any such special and direct effect may be challenged by the promoter, and if that challenge is upheld by the Committee the petition will not be able to be heard or considered by the Committee.

By granting the Bill a Second Reading, the House of Commons has agreed the principle of the Bill – that the Secretary of State may incur expenditure for the purposes set out in Clause 1, and that the relevant sections of the 1900 Act may not be used for the purposes set out in Clause 2 – and the Committee cannot consider these issues during its proceedings. The House of Commons has additionally instructed the Committee on the Bill that it shall not hear petitions relating to the question of whether there should or should not be a Holocaust memorial and centre for learning, at Victoria Tower Gardens or elsewhere, or whether or not planning permission and other consents should be given for the memorial or the terms or conditions on which they should be given. Petitioners may wish to refer to the debate on the instructions given to the Committee ([28 June 2023](#)) for further information and guidance on their effect and interpretation.

Petitions should therefore not:

- **Make representations that a Holocaust memorial and learning centre should not be built – the House of Commons has already agreed the principle that such a memorial and an accompanying learning centre should be built, and the Committee cannot hear petitions against this.**
- **Make representations as to whether planning permission should be granted**

for a Holocaust memorial and learning centre (whether at Victoria Tower Gardens or elsewhere) – the Committee has been instructed by the House of Commons that it cannot consider petitions on this issue.

Petitions on these points may be challenged by the promoter, and may not be able to be heard or considered by the Committee.

Petitioners are reminded that the Parliamentary hybrid bill process is separate and distinct from the ongoing external planning processes by which the design of the memorial and learning centre, including its location, will be determined.

Can I include pictures and photos in my petition?

No, your petition should only include text. You will be able to share any photos, maps or other illustrations in your evidence to the select committee, should you be scheduled to appear.

When can 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 28 June 2023. The petitioning period will run from Thursday 29 June to Monday 24 July 2023.

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 the Committee's website: <https://committees.parliament.uk/committee/679/holocaust-memorial-bill-select-committee/>

If you prefer, you can also submit your petition by email, post or in person. Email submissions should be sent to hmbcommittee@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 pay by cheque or cash, or make a bank transfer. Payment can be accepted by credit card by calling the House of Commons Accounts Department on 020 7219 6308.

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.

Do I have to petition in an individual capacity, or can group submissions be accepted?

Petitions can have multiple signatories and can be submitted on behalf of groups of individuals (or organisations). See an example from a previous hybrid bill committee [here](#). In many cases, where several individuals wish to make the same point before a Committee, it is beneficial to all parties, and in the interests of time and avoiding repetition, to submit a joint or group petition.

The fee of £20 is payable per petition rather than by signatory, so a petition signed by multiple people only requires one £20 payment.

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 part of your address. Your petition (including, in this case, your address and contact details) will also be sent to the Bill's promoter – the Department for Levelling Up, Housing and Communities – who will send you an acknowledgement and may contact you to discuss your petition.

The promoter may challenge your right to be heard. See the guidance listed above for more information about right to be heard challenges. The Bill's promoter will be in contact if it plans to challenge your right to be heard.

Once the select committee has heard any 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.

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 to act on your behalf. 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. Other signatories could be called as witnesses, if desired. 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

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

The Holocaust Memorial Bill, and associated publications, can be found on the Parliamentary website: <https://bills.parliament.uk/bills/3421/publications>

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

Holocaust Memorial 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 part of your 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. Please note that addresses here will be provided to the Bill's promoter, but will be redacted in the version of the petition published on the Parliamentary website.

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 Holocaust Memorial Bill

In the box below, write your objections to the Holocaust Memorial 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 Holocaust Memorial Bill. You do not have to complete this box if you do not want to, or you can include this information in your response to section 3 'Objections to the Holocaust Memorial 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 the petition template, please save it to your computer as a Word document.

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/work/7795/petitioning-against-the-holocaust-memorial-bill/>

Alternatively, you can email your petition as a Word document to hmbcommittee@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. Credit card payment can be made by contacting our Accounts Department on 020 7219 6308.

Once your petition has been received and accepted, it will be sent to the Bill's promoter (the Department for Levelling Up, Housing and Communities) 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 part of the address of the petitioner/s. More detailed personal information, provided in Sections 5 and 6, will be removed before publication.

As the Government is attempting to collect information on how people find out about private and hybrid bills and their associated petitioning periods, we would appreciate your responses to the following questions:

Q1

How did you find out about the petitioning period against the Holocaust Memorial Bill?
Please select all boxes that apply.

- Email
- Legal notice describing the works published in the newspaper
- Adverts on social media
- An article in the news
- From the Parliamentary website or a Parliamentary mailing list
- Via a local organisation, or local representatives, such as your Parish council, MP or local councillor. Please describe:

- On Twitter or Facebook
- Word of mouth
- Poster in your local community
- From elsewhere. Please describe:

- Prefer not to say

Q2

Can you provide any further details on how easily you found out information about the Holocaust Memorial Bill and the petitioning process?