

## 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.

### What is the Holocaust Memorial Bill?

The [Holocaust Memorial Bill](#) is a bill promoted by the Secretary of State for Levelling-Up, Housing and Communities to make provision for expenditure by the Secretary of State and the removal of restrictions in respect of certain land for or in connection with the construction of a Holocaust Memorial and Learning Centre. The 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 and carrying out any work ancillary to, or associated with, that purpose;
- 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.

Explanatory Notes to the bill have also been produced.

### What is a hybrid bill?

You may hear the Holocaust Memorial Bill referred to as a "hybrid bill". This type of bill is subject to a special parliamentary procedure which is longer than that for an ordinary public bill.

As well as being debated in both Houses of Parliament in the usual way, individuals, groups of individuals, organisations and businesses directly and specially affected by the bill are given the opportunity to "petition" in either or both Houses to seek to mitigate the effects of the bill on their property or business. They do this by submitting a petition and then, if they wish, putting their case to a select committee ("the Select Committee"). This process may result in amendments to the bill or commitments made by the promoters. Petitions may not, however, seek to defeat or stop the bill. This is because, by granting the Bill a second reading (which takes place before select committee stage), the House has agreed to the principle of the Bill. You can learn more about hybrid bills on the parliamentary [website](#).

## Who is involved in the process?

The promoter of the Holocaust Memorial Bill is the Secretary of State for Levelling-Up, Housing and Communities. He is represented by Pinsent Masons who are specialist solicitors known as Parliamentary Agents. They have instructed Counsel (a barrister) to respond to petitioners on behalf of the Secretary of State to in the committee.

The Private Bill Office in the House of Lords is responsible for overseeing the petitioning process and the Select Committee's work.

## What is a petition?

A petition against the Holocaust Memorial Bill is a document outlining how the Bill affects an individual, group of individuals, organisation or business and how they believe it should be altered. (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.

## Petitioning in the House of Commons and House of Lords

You will need to submit a new petition in the House of Lords, even if you have already petitioned in the House of Commons. The two Houses consider the Bill entirely independently and you will need to make your case as though you were doing it for the first time. You may petition the Lords even if you did not do so in the Commons.

## 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 explained 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 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, restrict or otherwise affect 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, restricting or otherwise affecting the construction, operation or maintaining of a Holocaust memorial and learning centre at Victoria Tower Gardens. The promoter may decide to challenge a petitioner's right to be heard if it believes they are not specially and directly affected, and if that challenge is upheld by the Committee the petition will not 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 introduction of the bill in the House of Lords, which is scheduled to take place on Wednesday 22 May 2024. The petitioning period will run from the day after introduction for 30 calendar days. The exact dates will be available on the committee page and the bill page.

## 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 webpage: <https://committees.parliament.uk/committee/735/holocaust-memorial-bill-select-committee-lords/>

If you prefer, you can also submit your petition by email, post or in person. Email submissions should be sent to [HLPrivateBills@parliament.uk](mailto:HLPrivateBills@parliament.uk). Postal submissions should be sent to the Private Bill Office, House of Lords, SW1A 0AA. If you post your petition, please allow time for it to arrive before the end of the petitioning period.

## Is there a charge for petitioning?

Yes. 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.

A petition will not be considered by the Select Committee if the fee has not been received.

## 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 Select 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 Lords 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 webpage. 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 and the Private Bill Office will arrange a date for the Select Committee to hear the right to be heard challenge.

Once the Select Committee has heard any right to be heard challenges, it will hear the remaining petitioners' cases. If this includes you, the Private Bill Office 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.

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 Select 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 Select 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 at [HLPrivateBills@parliament.uk](mailto:HLPrivateBills@parliament.uk) or 020 7219 8261.

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

# Petition

**House of Lords  
Session 2023-24  
Holocaust Memorial Bill**

Please do not include any images or graphics in your petition. There will be an opportunity to present these later if you give evidence to the committee.  
Your bill petition does not need to be signed.

Expand the size of the text boxes as you need.

## 1. 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...”.

## 2. 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 not included in your written petition.

### 3. 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.

### Next steps

Once you have completed your petition template, save it and upload it to the portal, email it to [hlprivatebills@parliament.uk](mailto:hlprivatebills@parliament.uk), post to the Private Bill Office, House of Lords, London, SW1A 0PW or call 020 7219 8261 to arrange a time to deliver it in person.

## Petitioner's details

Organisation/group name (if relevant)

First name(s)

Last name

Address line 1

Address line 2

**Post code**

**County**

**Email**

**Phone**

**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.

## Main contact's details

**First name(s)**

**Last name**

**Address line 1**

**Address line 2**

**Post Code**

**County**

**Email**



Phone

## Terms and conditions

### **Personal information**

A copy of this petition and information provided in the online form will be:

- kept in the Private Bill Office and as a record in the Parliamentary Archives, and
- 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 part of your address. The personal information you have provided may be kept in a database by both Private Bill Offices. For more information on how we handle your data, please see our [privacy notice](#).

### **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**

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**