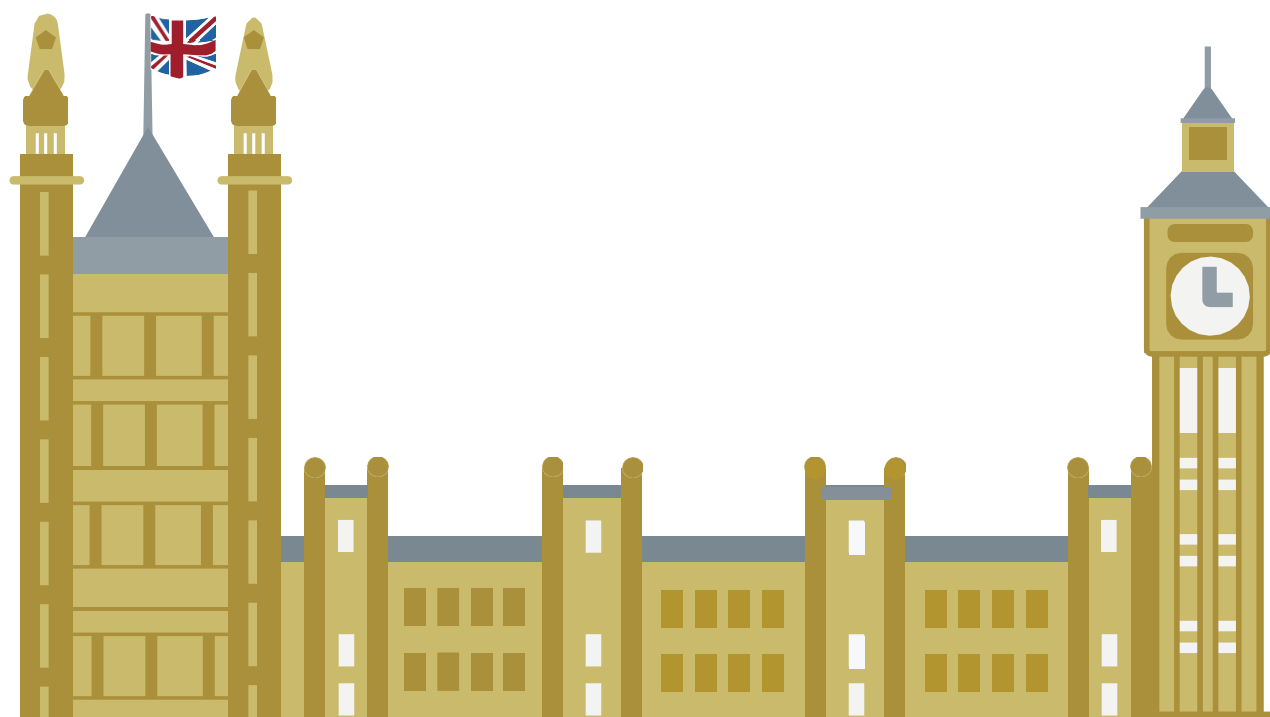


HOUSE OF LORDS

Information for petitioners and witnesses appearing before the Malvern Hills Bill [HL] Select Committee



Malvern Hills Bill [HL]: Information for petitioners and witnesses appearing before the Select Committee

Published documents and updates can be found using the following links:

- [Malvern Hills Bill \[HL\]](#)
- [Malvern Hills Bill \[HL\] Select Committee webpage](#)
- [Malvern Hills Bill \[HL\] Select Committee Upcoming meetings](#)

Location

Committee Corridor

Proceedings will take place in one of the rooms on the Committee Corridor in the Houses of Parliament. The Committee staff will email you before the meeting to confirm the time and room number of your hearing. We ask witnesses to ensure they are ready and waiting outside the Committee Room 10 minutes before they are due to appear and to make themselves known to a member of Committee staff.

How to get there

The Houses of Parliament are located in Westminster in the centre of London and are well served by public transport. Westminster Underground station is a few minutes' walk from the public entrance, and there are bus stops nearby. Transport for London's website can help you plan your journey.

Further information on finding the Houses of Parliament, including maps, is at <https://www.parliament.uk/visiting/access/directions>.

Entering Parliament

Please present yourself to the Visitor Assistants or the Police Officers at the main public entrance (marked 8 on the attached map), explaining that you are a witness to a committee. You can show your red digital fast-track pass (or print-out) to bypass queues at security. Please still allow at least 10 minutes to pass through security. If you are being accompanied by colleagues or friends who are not appearing before the Committee, they will not be able to be fast-tracked, so they should leave extra time to pass through security.

You should then proceed to the Committee Room. Parliamentary staff can provide directions.

Accessibility

If you have any access requirements or require any reasonable adjustments, including provision of this information in another format, please contact the Committee staff in advance of the meeting. If you need to be accompanied by a specific person(s) as a reasonable adjustment, please let the team know, so they can also be issued a fast-track pass. For more information about accessibility, please visit <http://www.parliament.uk/visiting/access/disabled-access/>.

The Committee meeting

Before the meeting

When you arrive at the Committee Room you should wait outside in the Committee Corridor as it is likely that the Committee will have a short private meeting before the public session starts. Please make yourself known to a member of Committee staff.

When the Committee is ready, a member of the Committee staff will show you to your seat and indicate where you can place coats and bags.

You may not be the first petitioner to give evidence at the start of proceedings. In that event, you are welcome to sit in the Committee room while the previous petitioner is giving their evidence or wait in the corridor.

After giving your evidence, you are very welcome to remain in the Committee room to watch the other sessions from the public seating should you wish to.

The order of proceedings for right to be heard challenges

At the beginning of your evidence, the Chair will formally welcome you and any witnesses accompanying you.

The Chair will then invite the Promoter's representative to make their case for why they believe you do not have the right to be heard.

When the Promoter's representative has made their case, the Chair will invite you to make your case. As noted in previous guidance, this should be made orally with any written evidence or on-screen presentation being used to support you. Please refer to the [*Revised guidance for petitioners and witnesses*](#), issued on 19th December 2025, for further details and requirements for written evidence and presentations.

Members of the Committee may ask questions of either yourself or the Promoter's representative at any time in proceedings, although it is likely that they will save any questioning for when you have finished making your case. The Promoter's representative has a right of reply after you have finished making your case but may not cross-examine you, they may only cross-examine any witnesses giving evidence. You may cross-examine any witness supporting the Promoter's case.

Please remember to speak clearly as the acoustics in some of the Committee rooms are poor: the Chair may remind you of this. All Committee Members will have a nameplate in front of them, which you can use as a guide if you need to address them directly.

Declaration of interests

On the Committee's website, you will be able to view a list of Members' interests which are relevant to the inquiry.

Members may also declare relevant interests when speaking for the first time in the public meeting.

Votes

If the House of Lords is sitting at the time of the Committee meeting (Monday to Wednesday afternoons and Thursday from 11 am), it is possible that there will be divisions (votes). A bell will ring if there is a vote and the Chair will briefly adjourn the meeting in order to allow Members to go and vote.

Length of meeting

Each evidence session will vary in length but has initially been scheduled to run for 2 ½ hours. You are welcome to attend all or part of the session, but if only staying for part of a session please make sure to be available when the previous petitioner finishes giving evidence and it is your turn.

At the end of the meeting, the Chair will thank you and other petitioners on behalf of the Committee and you should leave as quickly as you are able. Committees often have a short private meeting after a public meeting to reflect on what has been heard.

Recording the meeting

A full transcript of the meeting will be taken. Committees place an uncorrected transcript on the website. You will have an opportunity to make minor corrections, and an updated transcript will subsequently be placed online.

All public meetings are webcast live, and are subsequently available to watch on www.parliamentlive.tv.

Facilities

You will find lavatories half way along the Lords Committee corridor, which are signposted. There is a water fountain outside the lavatories. Water is provided in the meeting.

The Jubilee Café provides refreshments for all visitors to the Palace of Westminster, and is located immediately after you pass through security. Should you wish to attend the Committee for the whole day and wish to use amenities outside of Parliament, you will need to pass through security again. No food or drink, other than water, is allowed in the Committee Room.

People in the Committee meeting

Members: All Members of the Committee are Members of the House of Lords. They are appointed by the House to serve on that particular Committee. Any Member can ask questions of petitioners' witnesses. Members sit around the horseshoe table (see diagram of Committee Room).

Chair: One Member of the Committee is appointed by the House as the Chair. The Chair sits at the head of the horseshoe table.

Clerk: A member of staff of the House of Lords who heads the Committee team. The Clerk is responsible for administering the committee's proceedings on the Bill, providing procedural advice to the Committee as necessary, preparing briefings for the Committee and helping the Chair to draft reports. Clerks sit at the table next to the Chair, but they (and the other members of staff, listed below) do not speak during public evidence sessions.

Counsel: A member of staff of the House of Lords who provides expert legal advice to the Committee. Counsel sits at the table next to the Chair, but they do not speak during public evidence sessions.

Private Bill Manager: A member of staff of the House of Lords who provides procedural advice and administrative support to the Committee and petitioners and is involved in liaising with petitioners before and after the meeting. They may sit at a side-table near the door, to greet visitors to the meeting.

Committee Operations Officer: A member of staff of the House of Lords who provides administrative support to the Committee, and will provide support for any presentations petitioners wish to make. They may sit at a side-table near the door, to greet visitors to the meeting.

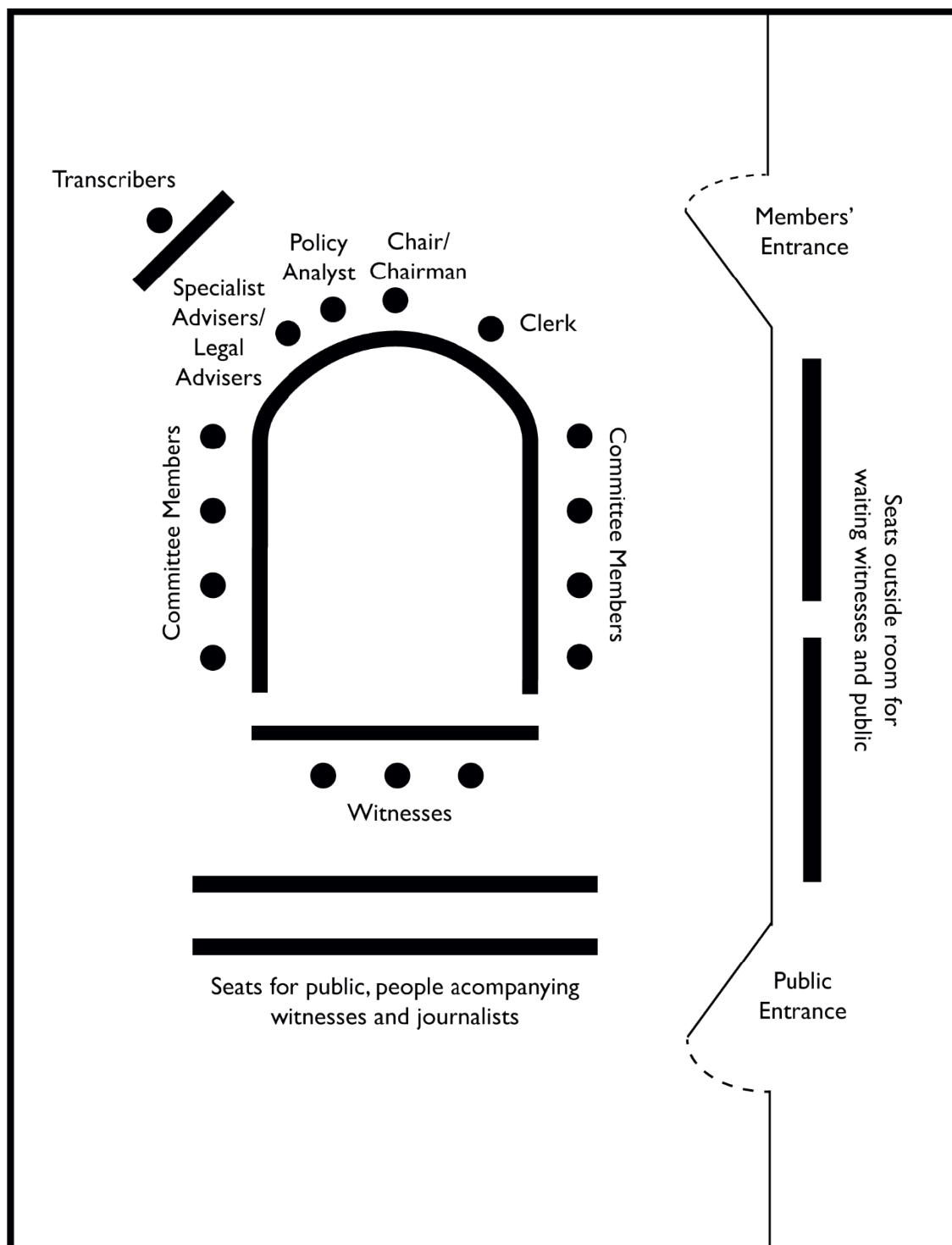
Transcriber: They produce the verbatim report of the evidence session. They will usually sit at a table to the side of the horseshoe.

Broadcaster: They are responsible for ensuring that the Committee's public sessions are broadcast. They will usually sit at a table to the side of the horseshoe.

Further information

If you have any further queries, please contact the Private Bill Office at: HLPrivateBills@parliament.uk or 020 7219 6061.

Layout of a Select Committee Room



The precise room layout may differ slightly for some meetings.

Map



The Palace of Westminster and the Parliamentary Estate

Directions by Public Transport



By Rail
Nearest stations are Charing Cross,
Victoria and Waterloo (20 - 30 minutes walk)



Underground
Westminster (Circle, District and Jubilee Lines)

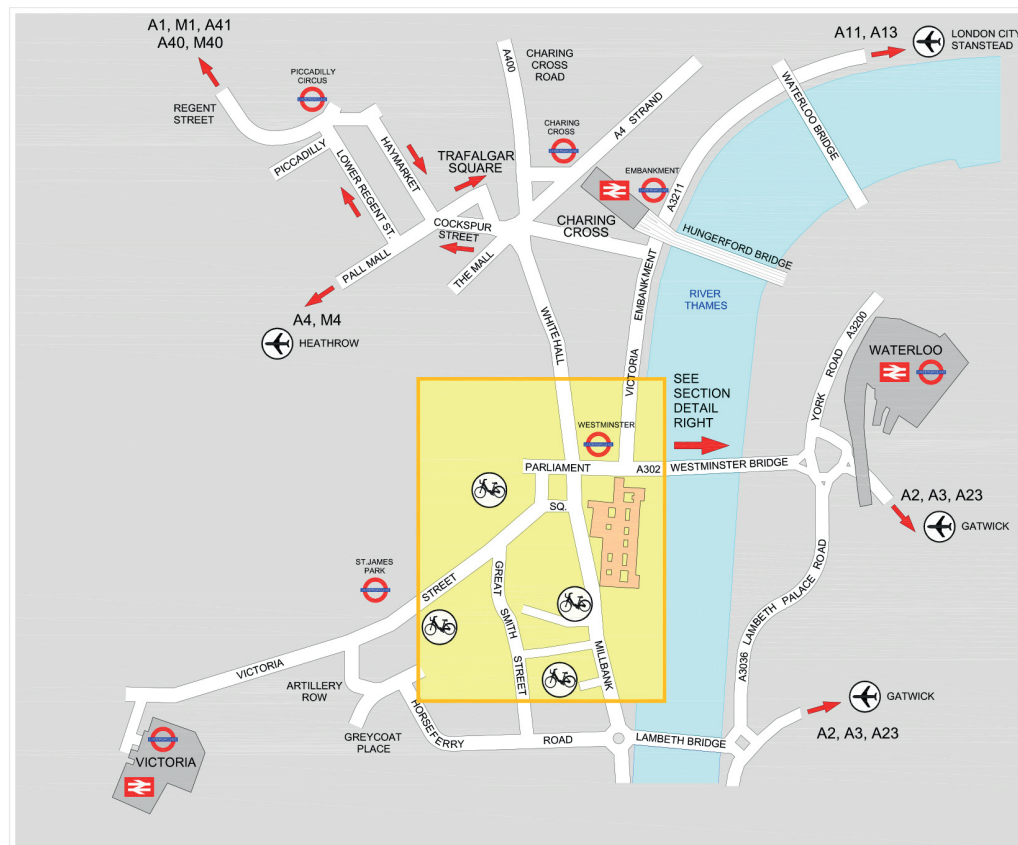


By Bus
Buses 11, 12, 24, 26, 87, 88, 148, 159, 211, 453, N3, N11, N26, N44, N53, N87, N109, N136, N155 & N381 all stop nearby.

Use of public transport is advised as there are no public car parks located nearby and meter parking is expensive and scarce.



Santander Cycle Hire Docking Station



HOUSES OF PARLIAMENT Strategic Estates

KEY

- | | | | |
|-----|-----------------------------------|------|--------------------------------------|
| (A) | RICHMOND HOUSE | (1) | NORTH ENTRANCE
(VEHICLES ONLY) |
| (B) | NORMAN SHAW
NORTH | (2) | DERBY GATE |
| (C) | 1 DERBY GATE | (3) | 1 PARLIAMENT STREET
PASS OFFICE |
| (D) | 1 CANON ROW | (4) | HOUSES OF
PARLIAMENT SHOP |
| (E) | NORMAN SHAW
SOUTH | (5) | PORTCULLIS HOUSE
MAIN ENTRANCE |
| (F) | PORTCULLIS HOUSE | (6) | TOURS
TICKET OFFICE |
| (G) | 1 PARLIAMENT STREET | (7) | CARRIAGE GATES |
| (H) | PALACE OF
WESTMINSTER | (8) | MEMBERS' ENTRANCE |
| (J) | PARLIAMENTARY
EDUCATION CENTRE | (9) | CROMWELL GREEN
(VISITOR) ENTRANCE |
| (K) | MILLBANK HOUSE | (10) | ST STEPHENS
ENTRANCE |
| | | (11) | PEERS' ENTRANCE |
| | | (12) | BLACK ROD'S GARDEN
PASS OFFICE |
| | | (13) | EDUCATION CENTRE
MAIN ENTRANCE |
| | | (14) | MILLBANK HOUSE
MAIN ENTRANCE |

