SOIA – LISTS FOR DEPARTMENTAL DEPOSITS

Part I of 2 parts - Version 14

PART I - DEPOSITS

This version is effective from **5 June 2023**; all contact details in Part II were last amended on **8 November 2022**

The two Word documents entitled Part I – Deposits and Part II – Contact details for SO Deposits together form 'the list' for the purposes of Standing Order IA. Subject as indicated in this introduction, the Tables in Part I of this list specify where deposits should be made and Part II gives the contact details for those deposits. Deposits must be made at the relevant departments/bodies listed in Part I, at the address specified in Part II or at any alternative address set out in a written request to the promoter by the department or body.

References to HL and HC SOs refer to the House of Lords and the House of Commons Standing Orders relating to Private Business respectively. Where no House is specified the reference is the same for both Houses.

Only one copy of any document needs to be deposited with the following bodies even if a bill triggers deposit of that document in several tables: The Environment Agency, Natural England, English Heritage, the Joint Nature Conservation Committee, the Northern Ireland Environment Agency, Historic Environment Scotland, the Scottish Environment Protection Agency, Scottish Natural Heritage, Cadw, and Natural Resources Wales. Some of the aforementioned bodies may prefer to have their deposits made at a regional office rather than to their headquarters (either will be acceptable for the purposes of the relevant Private Business Standing Order). These bodies should therefore be contacted in advance to ascertain where their deposits should be made.

Important: Electronic versions of most deposits can be made following amendments made to the Standing Orders in both Houses: House of Commons, 7 November 2017; House of Lords, 18 December 2017. Where an electronic deposit has been authorised the method of deposit MUST be discussed with the contact before the deposit is made.

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TABLE I

SO 27 DEPOSIT OF PLAN, BOOK OF REFERENCE, SECTION, ETC.

Copies of the document(s) required to be deposited by HL SO 27(9) or HC SO 27(6) in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Department for Levelling Up, Housing &	I	
Communities (formerly Ministry of Housing,		
Communities and Local Government)		
Department for Environment, Food and Rural	1	
Affairs (DEFRA)		
The Health and Safety Executive	Ι	
Department for Transport (DfT)	1	

For bills affecting England copies should also be deposited as follows:

Department/Body	No.	Notes
The Environment Agency	1	See note at the beginning of SO IA list.
Natural England		See note at the beginning of SO IA list.
English Heritage	I	See note at the beginning of SO IA list.
Joint Nature Conservation Committee		See note at the beginning of SO IA list.

For bills affecting Northern Ireland copies should also be deposited as follows:

Department/Body	No.	Notes
The Northern Ireland Environment Agency	Ι	See note at the beginning of SO IA list.

For bills affecting Scotland copies should also be deposited as follows:

No.	Notes
1	See note at the beginning of SO IA list.
1	See note at the beginning of SO IA list.
Ι	See note at the beginning of SO IA list.
	No.

Department/Body	No.	Notes
Cadw	Ι	See note at the beginning of SO IA list.
Natural Resources Wales		See note at the beginning of SO IA list.

SO 27A ENVIRONMENTAL ASSESSMENT

Copies of the document(s) required to be deposited by HL SO 27A(1) or HC SO 27A(2) in accordance with SO 1A should be deposited as follows:

I copy to each department etc. in **Table II** at which copies of the bill are required to be deposited under SO 30 (Deposit of copies of bills at government departments and public bodies) plus I additional copy for DEFRA and for DCLG.

Note: Where a department is listed more than once only I copy (or the maximum specified for that department if they require more than I copy) need be deposited.

SO 29 DEPOSIT OF MAP IN CASE OF TRAMWAY, ETC., BILL

Copies of the document(s) required to be deposited by SO 29 in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Department for Levelling Up, Housing &	Ι	
Communities (formerly Ministry of Housing,		
Communities and Local Government)		
Department for Transport (DfT)	2	

For bills affecting England copies should also be deposited as follows:

Department/Body	No.	Notes
The Environment Agency	I	See note at the beginning of SO IA list.
Natural England		See note at the beginning of SO IA list.
English Heritage	Ι	See note at the beginning of SO IA list.
Joint Nature Conservation Committee		See note at the beginning of SO IA list.

For bills affecting Northern Ireland copies should also be deposited as follows:

Department/Body	No.	Notes
The Northern Ireland Environment Agency		See note at the beginning of SO IA list.

For bills affecting Scotland copies should also be deposited as follows:

Department/Body	No.	Notes
Historic Environment Scotland (formerly Historic	Ι	See note at the beginning of SO IA list.
Scotland)		
Scottish Environment Protection Agency		See note at the beginning of SO IA list.
Scottish Natural Heritage	1	See note at the beginning of SO IA list.

Department/Body	No.	Notes
Cadw	Ι	See note at the beginning of SO IA list.
Natural Resources Wales	1	See note at the beginning of SO IA list.

SO 30 DEPOSIT OF MAP IN CASE BILL FOR SUPPLY OF ELECTRICITY

Copies of the document(s) required to be deposited by SO 30 in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Department for Business and Trade (DBT)		
(formerly Department for Business, Energy and		
Industrial Strategy)		

SO 30A DEPOSIT OF MAP IN CASE BILL FOR TAKING WATER SUPPLY

Copies of the document(s) required to be deposited by HL SO 30A(1) or HC SO 30A in accordance with SO 1A should be deposited as follows:

Department/Body	No.	Notes
Department for Environment, Food and Rural Affairs (DEFRA)	I	

SO 31 DEPOSIT OF COPY OF PLAN, ETC. IN CASE OF BILL AFFECTING TIDAL LANDS

Copies of the document(s) required to be deposited by HL SO 31(1) or HC SO 31 in accordance with SO 1A should be deposited as follows:

Department/Body	No.	Notes
Office of the Crown Estate Commissioners	I	
Department for Environment, Food and Rural	Ι	
Affairs (DEFRA)		
Ministry of Defence (MoD)	Ι	
		•

For bills affecting England copies should also be deposited as follows:

Department/Body	No.	Notes
The Environment Agency	I	See note at the beginning of SO IA list.
Natural England		See note at the beginning of SO IA list.
English Heritage		See note at the beginning of SO IA list.
Joint Nature Conservation Committee		See note at the beginning of SO IA list.

For bills affecting Northern Ireland copies should also be deposited as follows:

Department/Body	No.	Notes
The Northern Ireland Environment Agency	Ι	See note at the beginning of SO IA list.

For bills affecting Scotland copies should also be deposited as follows:

Department/Body	No.	Notes
Historic Environment Scotland (formerly Historic	I	See note at the beginning of SO IA list.
Scotland)		
Scottish Environment Protection Agency	1	See note at the beginning of SO IA list.
Scottish Natural Heritage	1	See note at the beginning of SO IA list.

Department/Body	No.	Notes
Cadw	1	See note at the beginning of SO IA list.
Natural Resources Wales	Ι	See note at the beginning of SO IA list.

SO 32 DEPOSIT OF COPY OF PLAN, ETC. IN CASE OF BILL AFFECTING FISHERIES

1. Copies of the document(s) required to be deposited by HL SO 32(1) or HC SO 32(1) in accordance with SO 1A should be deposited as follows:

		-
Department/Body	No.	Notes
Department for Environment, Food and Rural	1	NB: Please remember there is an
Affairs (DEFRA)		additional deposit to The Environment
		Agency under SO 32(2) which is not
		covered by SO IA and is therefore not
		included in this list.

For bills affecting England copies should also be deposited as follows:

No.	Notes	
1	See note at the beginning of SO IA list.	
	See note at the beginning of SO IA list.	
I	See note at the beginning of SO IA list.	
	See note at the beginning of SO IA list.	
	No. 	

For bills affecting Northern Ireland copies should also be deposited as follows:

Department/Body	No.	Notes
The Northern Ireland Environment Agency	Ι	See note at the beginning of SO IA list.

For bills affecting Scotland copies should also be deposited as follows:

of SO IA list.
of SO IA list.
of SO IA list.

For bills affecting Wales copies should also be deposited as follows:

Department/Body	No.	Notes
Cadw	Ι	See note at the beginning of SO IA list.
Natural Resources Wales	Ι	See note at the beginning of SO IA list.

2. Copies of the document(s) required to be delivered or sent by HL SO 32(2) or HC SO 32(2) in accordance with SO IA should be delivered or sent as follows:

Department/Body	No.	Notes
The Environment Agency	I	This copy is additional to any copies
		required in other tables and is intended

	for the office of the Environment Agency covering the area containing the river or estuary affected. The EA should be contacted and the copy should be delivered or sent to whichever office it nominates.
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SO 33 DELIVERY OF COPY OF PLAN, ETC., AFFECTING BANKS, ETC., OF RIVER

Copies of the document(s) required to be delivered or sent by SO 33 in accordance with SO IA should be delivered or sent as follows:

Department/Body	No.	Notes
The Environment Agency	1	This copy is additional to any copies required in other tables and is intended for the office of the Environment Agency covering the area containing the river affected. The EA should be contacted and the copy should be delivered or sent to whichever office it nominates.

SO 34 DEPOSIT OF COPY OF PLAN, ETC., IN CERTAIN TRANSPORT RELATED CASES

Copies of the document(s) required to be deposited by SO 34 in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Department for Levelling Up, Housing &	Ι	
Communities (formerly Ministry of Housing,		
Communities and Local Government)		
Department for Environment, Food and Rural	I	
Affairs (DEFRA)		
Department for Transport (DfT)	Ι	

For bills affecting England copies should also be deposited as follows:

Department/Body	No.	Notes
The Environment Agency	I	See note at the beginning of SO IA list.
Natural England		See note at the beginning of SO IA list.
English Heritage	I	See note at the beginning of SO IA list.
Joint Nature Conservation Committee	I	See note at the beginning of SO IA list.

For bills affecting Northern Ireland copies should also be deposited as follows:

Department/Body	No.	Notes
The Northern Ireland Environment Agency	I	See note at the beginning of SO IA list.

For bills affecting Scotland copies should also be deposited as follows:

Department/Body	No.	Notes
Historic Environment Scotland (formerly Historic	I	See note at the beginning of SO IA list.
Scotland)		
Scottish Environment Protection Agency	I	See note at the beginning of SO IA list.
Scottish Natural Heritage	I	See note at the beginning of SO IA list.

Department/Body	No.	Notes
Cadw	1	See note at the beginning of SO IA list.
Natural Resources Wales	Ι	See note at the beginning of SO IA list.

SO 35 DEPOSIT OF COPY OF PLAN, ETC., IN CERTAIN CASES WITH COMMISSIONER OF POLICE

Copies of the document(s) required to be deposited by SO 35 in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Office of the Commissioner of Police of the		
Metropolis		

TABLE II

SO 36 DEPOSIT OF COPY OF PLAN, ETC., IN CERTAIN CASES WITH CERTAIN LOCAL AUTHORITIES

Copies of the document(s) required to be deposited by SO 36 in accordance with SO IA should be deposited as follows:

Where such documents relate to the local authorities mentioned below copies should be deposited with the proper officer stated.

Local authority	No.	Notes
Any district in England other than a metropolitan	Ι	
district or unitary district with the proper officer of the district;		
Any county or county borough in Wales with the proper officer of the county or borough;	Ι	
Any parish having a parish council or community have a community council, with a proper officer of the parish or community council, or, if there is no such officer, with the chairman of that council;	I	
Any parish or community not having a parish or community council, with the chairman of the parish or community meeting;	I	

SO 37 DEPOSIT OF COPY OF PLAN, ETC. IN CERTAIN CIRCUMSTANCES

Copies of the document(s) required to be deposited by SO 37 in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Department for Levelling Up, Housing &	I	
Communities (formerly Ministry of Housing,		
Communities and Local Government)		
Coroners, Burial, Cremation and Inquiries Team	Ι	
(Ministry of Justice)		
Department for Environment, Food and Rural	I	
Affairs (DEFRA)		
Home Office	1	

For bills affecting England copies should also be deposited as follows:

Department/Body	No.	Notes
The Environment Agency	Ι	See note at the beginning of SO IA list.
Natural England		See note at the beginning of SO IA list.
English Heritage	Ι	See note at the beginning of SO IA list.
Joint Nature Conservation Committee	1	See note at the beginning of SO IA list.

For bills affecting Northern Ireland copies should also be deposited as follows:

Department/Body	No.	Notes
The Northern Ireland Environment Agency	1	See note at the beginning of SO IA list.

Department/Body	No.	Notes
Historic Environment Scotland (formerly Historic	1	See note at the beginning of SO IA list.
Scotland)		
Scottish Environment Protection Agency	Ι	See note at the beginning of SO IA list.
Scottish Natural Heritage	Ι	See note at the beginning of SO IA list.
For bills affecting Wales copies should also	be de	eposited as follows:
Department/Body	No.	Notes

Department/Body	No.	Notes
Cadw	Ι	See note at the beginning of SO IA list.
Natural Resources Wales		See note at the beginning of SO IA list.

SO 39 DEPOSIT OF COPIES OF BILLS AT GOVERNMENT DEPARTMENTS AND PUBLIC BODIES

Copies of the document(s) required to be deposited by SO 39 in accordance with SO IA should be deposited as follows:

Copies of every bill should be deposited at:

	-	
Department/Body	No.	Notes
Department for Business and Trade (DBT)	3	2 x business and industry deposits + 1
(formerly Department for Business Energy and		x trade deposit.
Industrial Strategy)		DBT takes over DIT deposit: DBT
		loses an educational deposit (which
		goes to DfE).
Department for Energy Security and Net Zero	Ι	
Department for Levelling Up, Housing &	1	
Communities (formerly Ministry of Housing,		
Communities and Local Government)		
Office of the Crown Estate Commissioners	1	2 copies for those bills which require
		King's Consent.
Department for Culture, Media and Sport		
Ministry of Defence (MoD)		
Ministry of Justice (MoJ)	1	October 2012
		Department has asked to change
		number of copies from 4 to 1.
Ministry of Justice (MoJ):	1	
Coroners, Burial, Cremation and Inquiries Team		
Office of the Duchy of Lancaster	Ι	
Department for Education (DfE)	2	Increased deposit from 1 to 2 as DfE
		has taken on higher education from the
		former Department for Business
	_	Innovation and Skills.
Department for Environment, Food and Rural Affairs (DEFRA)	3	
Department of Health and Social Care (DHSC)	1	
Home Office	3	The Government Equalities Office had
		a deposit of I copy (up to v.8) but is no
		longer a department in its own right
		and is now part of the Home Office.
		The Home Office have decided not to
		increase the number of copies from 3
		to 4 to take account of this.
Cabinet Office (Office of the Leader of the	1	This contact distributes the bills to
House of Commons)		departments for ECHR Reports;
/		Note: Used to be deposited with
		Privy Council Office for the purpose of
		ECHR material dissemination. Those
		Eerin material dissemination. Those

		duties have now been devolved to the
		Cabinet Office.
Department for Transport (DfT)	2	
Treasury	I	
Government Legal Department (for Attorney General) (formerly the Treasury Solicitor's Department)	I	Additionally, SO 142 [HC 158] requires "notice in writing of [a bill affecting a charity or educational foundation] shall be given to the Attorney-General". Notice to be sent to contact and they will forward.
Department for Work and Pensions (DWP)		
Copies of every bill which relates to any ma Registration Act 1953 or the Registration S	ervice	e Act 1953 or any Act amending
those Acts relates should also be deposited	l as fo	ollows:
Department/Body	No.	Notes
Office for National Statistics (ONS)		
Copies of every bill which in any manner af	fects	education or educational
endowment, or relates to public libraries sl	nould	also be deposited as follows:
Department/Body	No.	Notes
Department for Education (DfE)	2	This deposit is in addition to the deposit in the main body of Table 11. Increased deposit from 1 to 2 as they have taken on the higher education responsibilities of the former Department for Business Innovation and Skills.
Department for Culture, Media and Sport	Ι	Responsible for libraries.
Copies of every bill affecting charities or ch as follows:	aritab	ble trusts should also be deposited
Department/Body	No.	Notes
The Charity Commission	1	
Civil Society and Youth Directorate (DCMS)		
formerly Office for Civil Society (Cabinet Office)		
Department for Education (DfE)	I	Third Sector training & education. This deposit is in addition to the deposit in the main body of Table 11.
Copies of every bill affecting the Duchy of follows:	Corn	wall should also be deposited as
	r .	
Office of the Duchy of Cornwall		

Copies of every bill affecting property vested in, or under the management of, the Forestry Commissioners or containing references to those commissioners should			
also be deposited as follows:			
Department/Body	No.	Notes	
Department for Environment, Food and Rural Affairs (DEFRA)	3	This deposit is in addition to the deposit in the main body of Table 11.	
Copies of every bill extending to Scotland s	should	also be deposited as follows:	
Department/Body	No.	Notes	
Scotland Office	I	The contact is the Parliamentary Clerk for the Scotland Office, the Wales Office and the Northern Ireland Office. If no reply try one of them (there are different phone numbers in their entries).	
Advocate General for Scotland	I		
Copies of every bill extending to Wales she	ould a	lso be deposited as follows:	
Department/Body	No.	Notes	
Wales Office		The contact is the Parliamentary Clerk for the Scotland Office, the Wales Office and the Northern Ireland Office. If no reply try one of them (there are different phone numbers in their entries).	
Copies of every bill extending to Northern follows:	Irela	nd should also be deposited as	
Department/Body Northern Ireland Office	No.	Notes The contact is the Parliamentary Clerk	
Northern Ireland Office	1	for the Scotland Office, the Wales Office and the Northern Ireland Office. If no reply try one of them (there are different phone numbers in their entries).	
Copies of every bill affecting street traffic or the regulation of street traffic in the Metropolitan Police District should also be deposited as follows:			
Department/Body Office of the Commissioner of Police of the	No.	Notes	
Office of the Commissioner of Police of the Metropolis			

Copies of every bill to which Standing Order 27A (Environmental Assessment) applies shall be deposited as follows:

a) for bills affecting England copies should be deposited as follows:

Department/Body	No.	Notes
The Environment Agency		See note at the beginning of SO IA list.
Natural England		See note at the beginning of SO IA list.
English Heritage	Ι	See note at the beginning of SO IA list.
Joint Nature Conservation Committee	Ι	See note at the beginning of SO IA list.

b) for bills affecting Northern Ireland copies should be deposited as follows:

Department/Body	No.	Notes
The Northern Ireland Environment Agency	I	See note at the beginning of SO IA list.

c) for bills affecting Scotland copies should be deposited as follows:

Department/Body	No.	Notes
Historic Environment Scotland (formerly Historic	1	See note at the beginning of SO IA list.
Scotland)		
Scottish Environment Protection Agency	I	See note at the beginning of SO IA list.
Scottish Natural Heritage	Ι	See note at the beginning of SO IA list.

Department/Body	No.	Notes
Cadw	Ι	See note at the beginning of SO IA list.
Natural Resources Wales		See note at the beginning of SO IA list.

SO 41 DELIVERY OF COPIES OF CERTAIN BILLS TO HIGHWAY AUTHORITIES

Copies of the document(s) required to be deposited by SO 41 in accordance with SO 1A should be deposited as follows:

Copies of every bill which meet the conditions imposed by SO 41 should be deposited with:

Department/Body	No.	Notes
The office of the highway authority liable for the	1	
maintenance of the streets or roads affected as		
described in SO 41.		

SO 42 DELIVERY OF COPIES OF BILLS AFFECTING WATERCOURSES TO ENVIRONMENT AGENCY

Copies of the document(s) required to be delivered or sent by SO 42 in accordance with SO IA should be delivered or sent as follows:

Department/Body	No.	Notes
The Environment Agency	1	This copy is additional to any copies required in other tables and is intended for the office of the Environment Agency covering the area containing the watercourse affected. The EA should be contacted and the copy should be delivered or sent to whichever office it nominates.

SO 43 DELIVERY OF COPIES OF BILLS AFFECTING RIVERS OR ESTUARIES TO ENVIRONMENT AGENCY

Copies of the document(s) required to be delivered or sent by SO 43 in accordance with SO IA should be delivered or sent as follows:

Department/Body	No.	Notes
The Environment Agency	1	This copy is additional to any copies required in other tables and is intended for the office of the Environment Agency covering the area containing the river or estuary affected. The EA should be contacted and the copy should be delivered or sent to whichever office it nominates.

SO 44 DELIVERY OF COPIES OF CERTAIN BILLS TO LOCAL AUTHORITIES

Copies of the document(s) required to be deposited by SO 44 in accordance with SO IA should be deposited as follows:

Where such documents relate to the local authorities mentioned below copies should be deposited with the proper officer stated.

Local authority	No.	Notes
With the proper officer of each local authority whose area comprises the whole or any part of the area within which water is supplied as described in SO 44 except for the proper officer of any parish councils or parish meetings or community councils or community meetings within the said area(s).	1	

SO 45 DEPOSIT OF FORM OF ESTIMATES

Copies of the document(s) required to be deposited by SO 45(3) in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Department for Levelling Up, Housing &	1	
Communities (formerly Ministry of Housing,		
Communities and Local Government)		
Department for Environment, Food and Rural	1	
Affairs (DEFRA)		
Department for Transport (DfT)	Ι	

TABLE 19

SO 47 DEPOSIT OF STATEMENT AS TO HOUSES AND PERSONS ON LAND TO BE ACQUIRED

Copies of the document(s) required to be deposited by HL SO 47(2) and HC SO 47(1) in accordance with SO IA should be deposited as follows:

Department/Body	No.	Notes
Department for Levelling Up, Housing & Communities (formerly Ministry of Housing, Communities and Local Government)	I	