

Visiting

Wick Sheriff Court



This leaflet will help you to
plan your visit to the Wick
Sheriff Court.

If you require more information
about anything here you can
email:



enquires@scotcourts.gov.uk

or telephone the Property and
Services Unit on:



0131 440 3300

or text phone

18001 0131 444 3300

(Full contact details are on
Page 20)

Contents

Location Details

Page 4

.....

Ways of getting to the Court Building

Pages 5 to 8

.....

On Arrival

Pages 9 to 10

.....

Facilities

Pages 11 to 15

.....

Floor Plans

Pages 16 and 18

.....

Opening Times & Public Holidays

Page 19

.....

Contact Information

Page 20

.....

Accessibility Contact

Page 21

Additional Information

Pages 22 and 23

Location Details



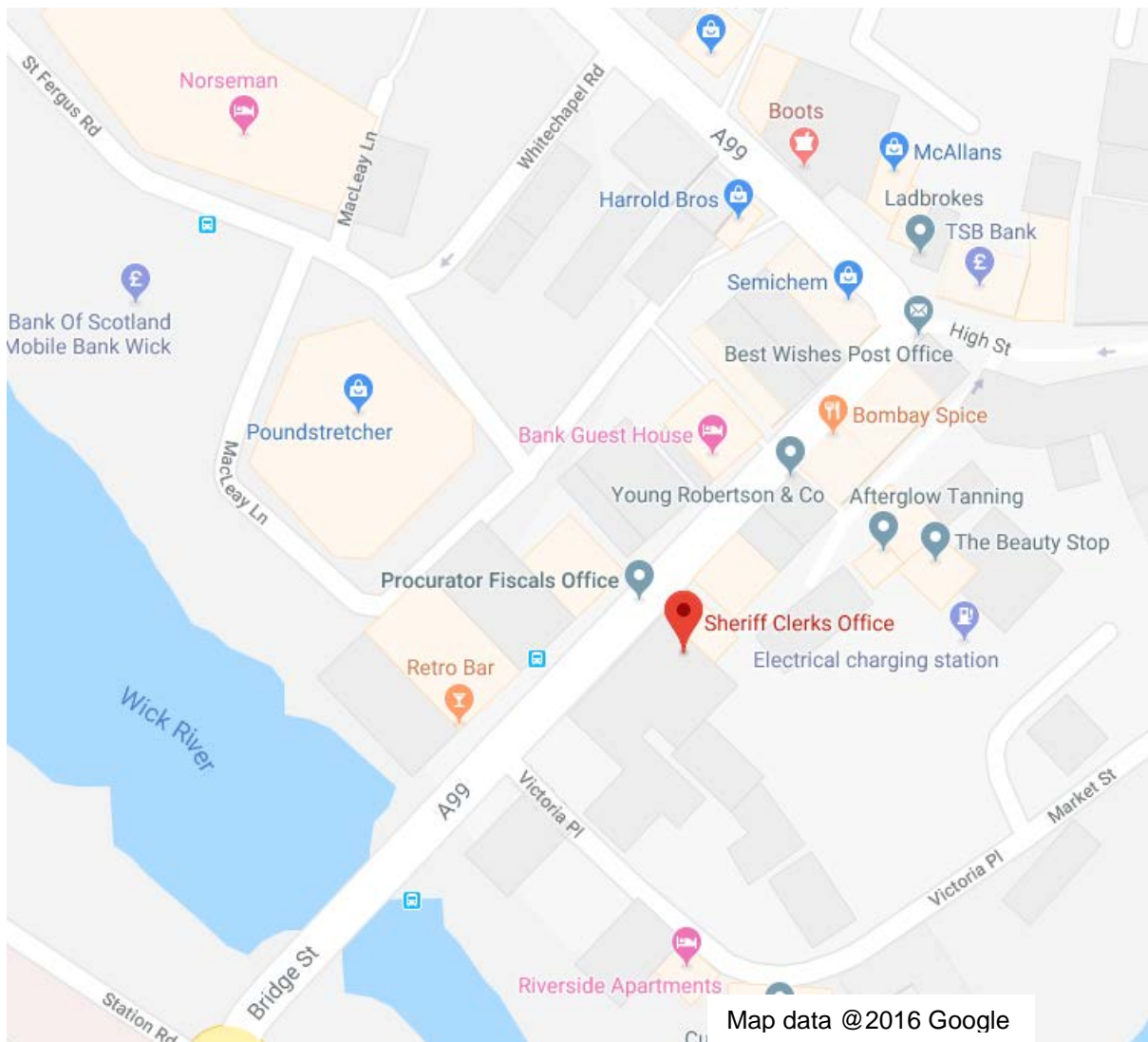
Wick Sheriff Court is located on Bridge Street. The Court opened in 1866 and was designed by the Edinburgh architect David Rhind who adopted many Renaissance features, in particular copying the middle floor windows from the Vendramini Palace in Venice.

By Bus



There are three bus stops within a few minutes walk of the Sheriff Court in Wick. These would be found on Bridge Street and opposite the Norseman Hotel.

Adjacent Bus stops



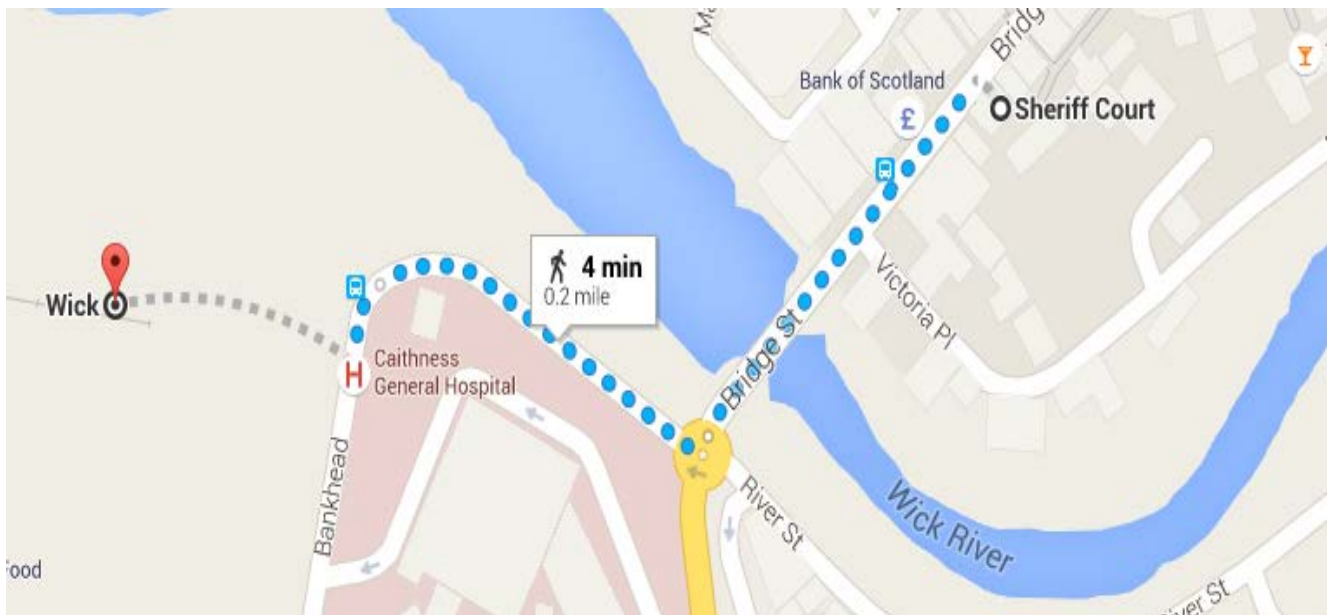
By Train



The main train station in Wick is just a 5 minute walk from the court building

Visit www.nationalrail.co.uk

or call **03457 484 950** for train times.



Train station location

Map data ©2016 Google

By Public Transport

Contact Traveline Scotland
for all public transport
enquiries and assistance on
0871 200 22 33 or visit



www.travelinescotland.com

By Car

There is one disabled car
park place available at this
court. There are also a few
general public places, but
these are limited. Free
public car parking available
(at River Side across from
Norseman Hotel) and
Victoria Place, Wick

By Taxi



Wick Taxi Services:

- Annettes Taxis 1955603030
- D & A Taxis 01955605766
- Jimmy's Taxis Freephone 0800 666666 or 01955 602727, 01955 603362
- Johnny's Taxis 01955 05041
- Millers Cabs 01955 606464
- Thurso Taxi Services: Alan's Taxis 01847 892142
- Harbour Taxis 01847 892827
- Meiklejohn Taxis 01847 892827
- Ormlie Taxis 01847 893434

On Arrival



Entrance steps



Disables access

Entrance

The public entrance is located on Bridge Street and has three steps. There is a ramp within the entrance to assist with restricted mobility.

Wheelchair users can assess the court by calling for assistance with the intercom provided or making prior arrangements with the Court or Sheriff Clerk Office.

Please report to the Sheriff Clerk Office on arrival and state the reason for your visit. The staff will then direct you accordingly.

Staff can assist you if you have any question about the court building or your visit.



If you have a wheelchair or a pushchair and you require specific access assistance, please telephone:



01955 602846

or textphone

18001 01955 602846

For further information on the layout of the court building please refer to the floor plan layouts on pages 17,18,19.

Facilities



Toilets

Toilets are available on ground level of the courthouse. An accessible toilet is provided on the ground floor opposite the entrance.



Signage

High contrast signage is provided around all circulation areas to ensure the public zones are easily navigated.



Refreshments

There are various cafes within a short walking distance from courthouse. If you are sitting on a jury, lunch and refreshments will be provided if the court sits into the afternoon.

Hearing Loop

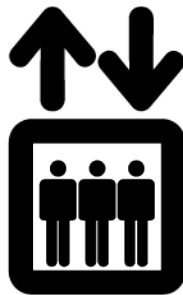
For people who are hard of hearing a fixed loop induction service is available within Courtroom 1.



On arrival please inform the reception desk staff if you require this facility.



Typical court room



There is no lift available in this court. Access to the ground floor Court can be arranged and assisted by Court staff.

Courtrooms

Court 1 is well lit, spacious and has good acoustic qualities including full induction loop facilities but is not accessible to wheelchair users. Court 2 is available to wheelchair users and is accessible on the ground floor.

Internal Access

The ground floor corridors and hall serve as the central point of orientation to access the rest of the building. The hall is spacious enough to accommodate wheelchair users. The main staircase to the first floor levels is found on the right of the main hall.

Witness Rooms

There are two witness rooms located on the second floor, and as such, not accessible for wheelchair users. There is also a Vulnerable Witness room with video links. Users with visual impairment may wish to contact the court for any need they require to access the accommodation.

Jury Room

There is one Jury room located on the first floor, and as such, this room is not accessible for wheelchair users. Users with visual impairment may wish to contact the court for any need they require to access the accommodation.

Fines and Criminal Office

Fines and Criminal Office

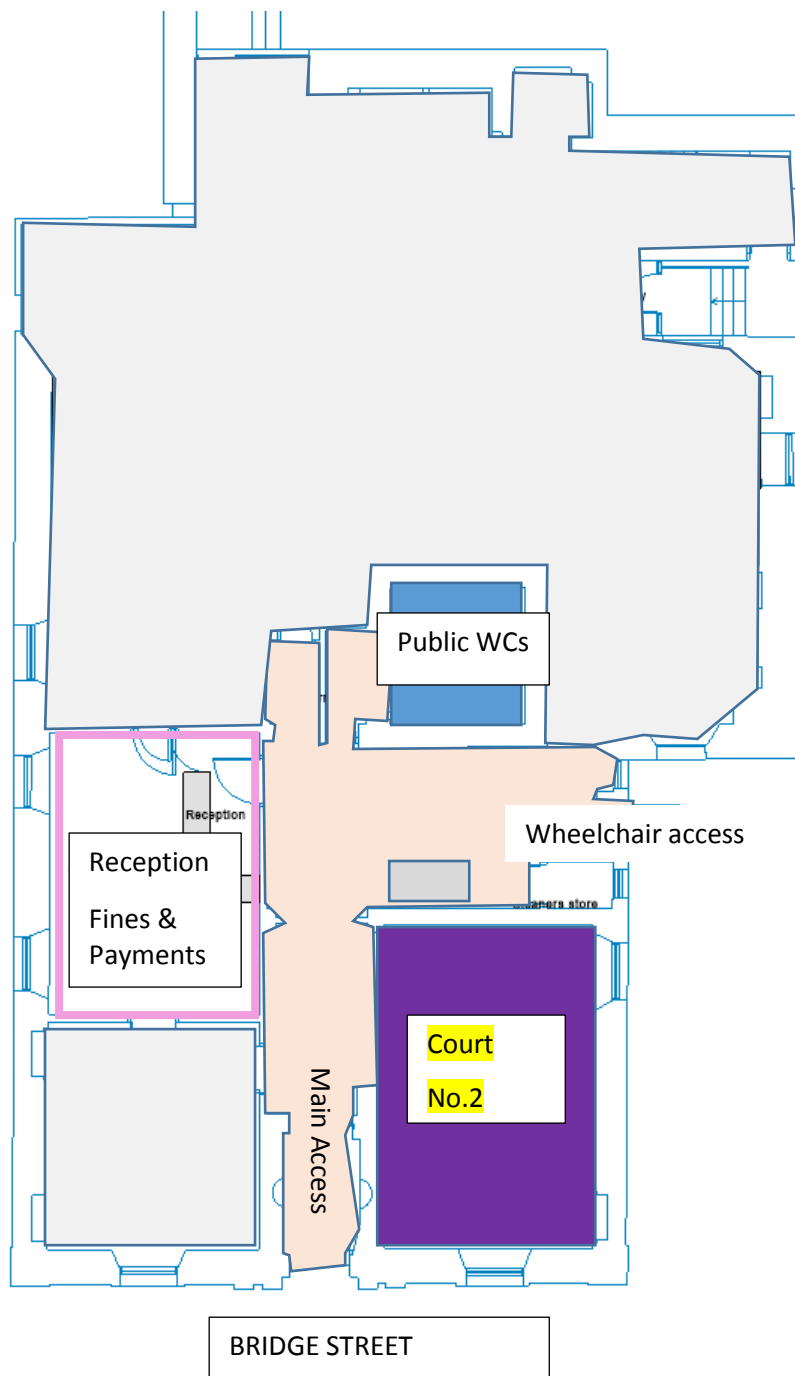
Fines and legal documents are received at the Sheriff Clerk Office on the ground floor.

Sheriff Clerks Office









The Sheriff clerk's office is located on the ground floor. General enquiries can be made here and the payment of fines.

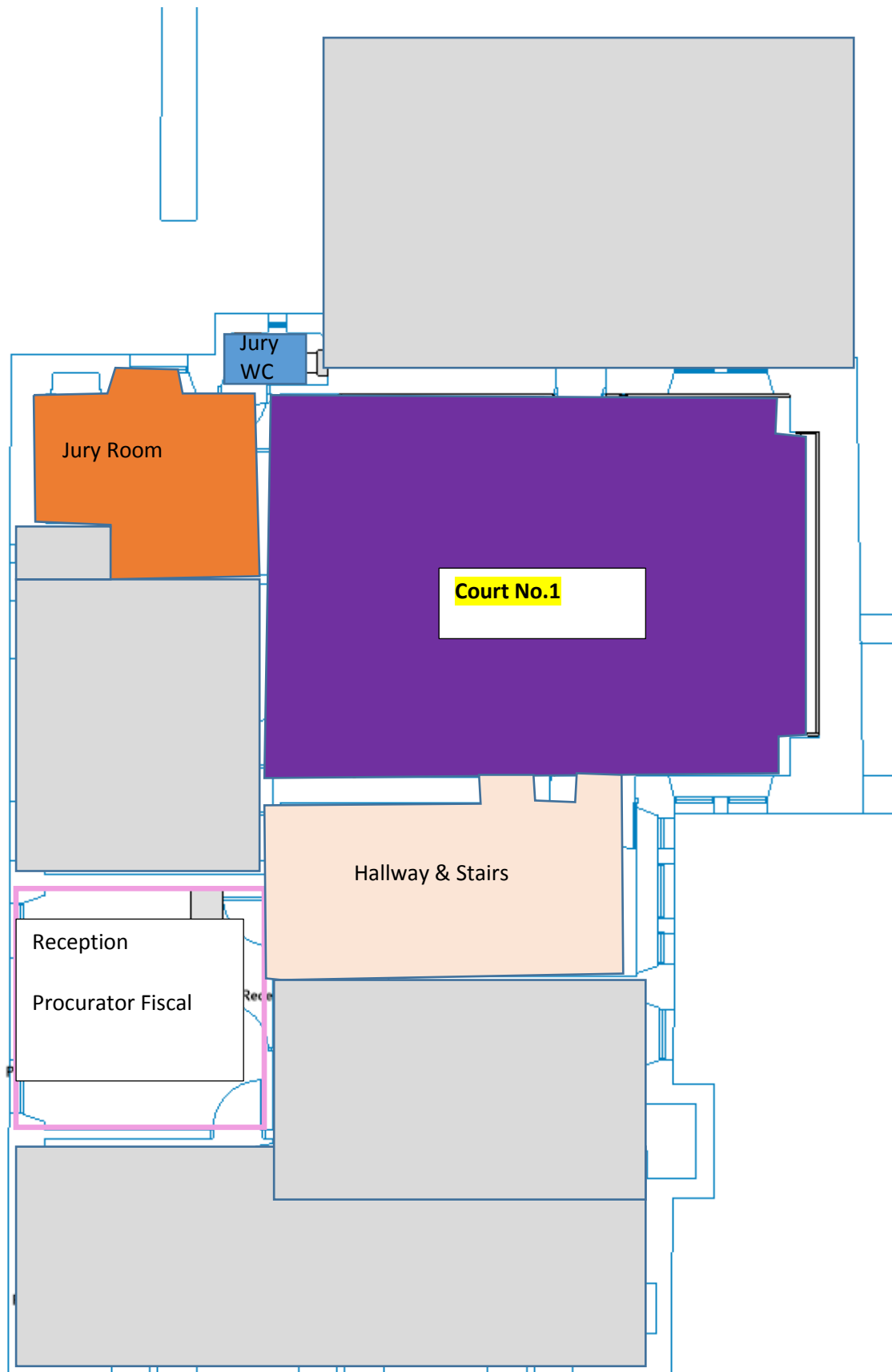
While a good amount of space is provided in door sizing and the width of corridors for wheelchairs to manoeuvre freely in, assistance may be needed to open these doors. A drop counter is available for a seated visitor.

Floor Plans

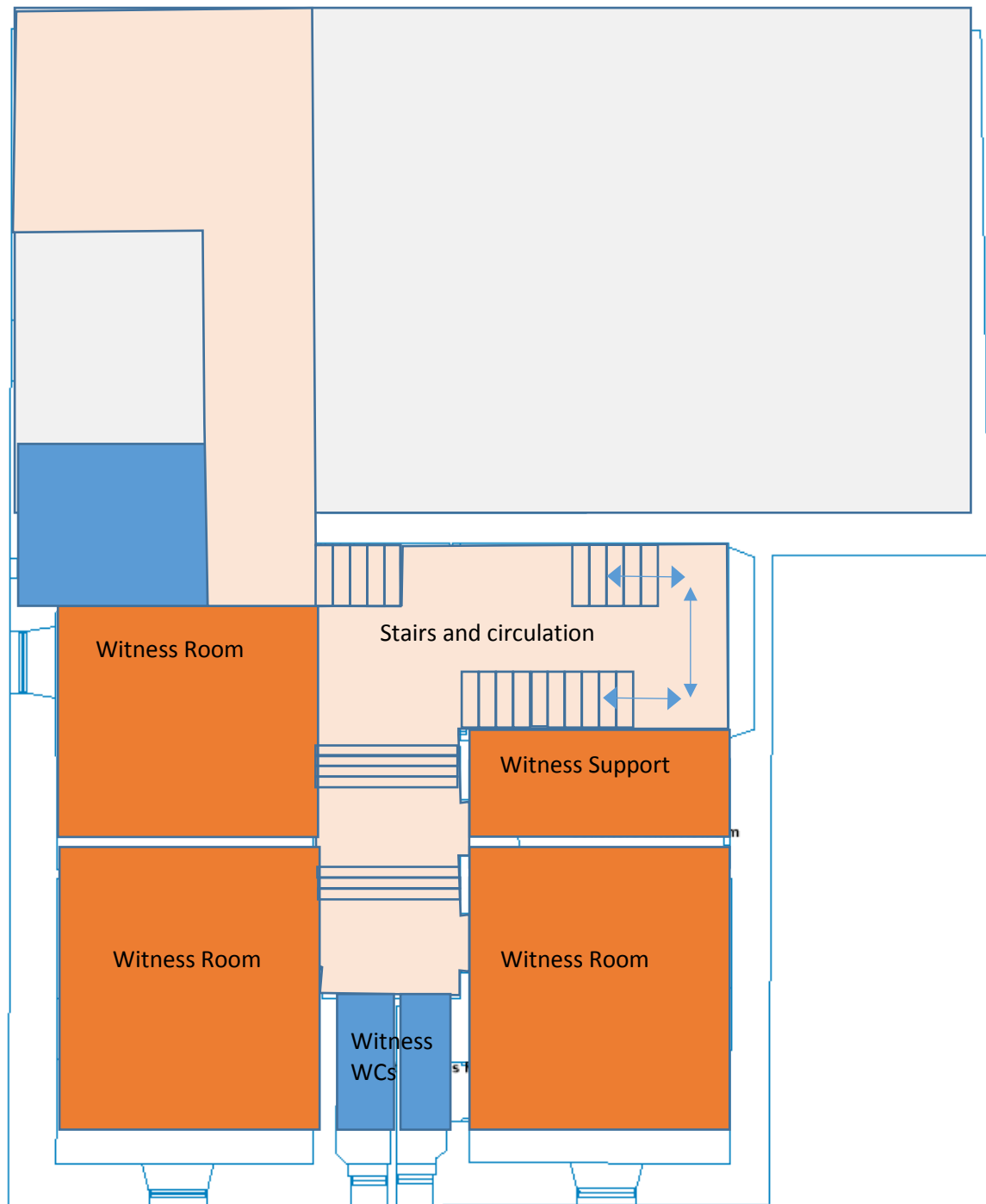


Ground Floor Layout

	Communication		Toilets m/f		Jury Room
	Witness Room		Disabled WC		Lift
	Court Room				Reception



First Floor Layout



Second Floor Layout

Opening Times

Weekly

Monday to Friday: 9 am to 4 pm

Public Holidays

2018

25 – December	Tuesday	Christmas Day
26 – December	Wednesday	Boxing Day

2019

01 – January	Tuesday	New Year's Day
02 – January	Wednesday	2nd January
19 – April	Friday	Good Friday
22 – April	Monday	Easter Monday
06 – May	Monday	Early May Bank Holiday
01 – July	Monday	Local Bank Holiday
05 – August	Monday	Summer Bank Holiday
30-September	Monday	Local Bank Holiday
02 – December	Monday	St Andrew's Day (substitute day)
25 – December	Wednesday	Christmas Day
26 – December	Thursday	Boxing Day

Contact Information

Postal Address



Sheriff Court House

Bridge Street

Wick

Caithness

KW1 4AJ

Sheriff Clerk

Peta Donachie



Main Telephone

01955 602 846



Email

wick@scotcourts.gov.uk

Accessibility contact

If you want to contact us using text relay please follow the guidance at this link - [the Next Generation Text Service](#)

If you require the support of an interpreter when you contact a court (by phone or attend in person), a telephone interpretation service is available. To access this service ask for telephone interpreting and the language required. This service is NOT available during actual court proceedings.

If you use British Sign Language (BSL) and wish to phone us using a sign language interpreter, you can use the online video relay interpreting service. For more information see the contactSCOTLAND website. www.contactsotland-bsl.org

Additional Information

If you require this document
in an alternative format
please contact the Property
and Services Unit at the
below address.



enquires@scotcourts.gov.uk



**The Scottish Courts and
Tribunals Service**

Saughton House

Broomhouse Drive

Edinburgh

EH11 3XD



0131 444 3300

or text phone

18001 0131 444 3300

This Report

This report has been compiled using the Scottish Accessible Information Forum, 'Making Information Accessible' guidance published September 2014.

A copy of our Court Users' Charter can be accessed [here](#)

Should you require this document in another language or format please contact:

Court Services Branch
Scottish Courts and Tribunals Service
Spur N1,
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD
csbenquiries@scotcourts.gov.uk
0131 444 3455

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