

Scottish Courts
and Tribunals Service



Visiting

Banff Sheriff Court and Justice of the Peace Court



This leaflet will help you to plan your visit to the Banff Sheriff Court and Justice of the Peace 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

**For specific assistance
or access issues please
phone the following
number in advance:**

01738 620546

Contents

Location Details

Page 4

.....

Ways of getting to the Court Building

Pages 5 to 8

.....

On Arrival

Pages 9 to 11

.....

Facilities

Pages 12 to 15

.....

Floor Plans

Pages 16 and 17

.....

Opening Times & Public Holidays

Page 18

.....

Contact Information

Page 19

.....

Additional Information

Pages 20

.....

Accessibility contact

Pages 21

Location Details



Banff Sheriff Court and Justice of the Peace Court is located on Low Street in Banff town centre.



The main entrance to the building is via a flight of five steps from Low Street pavement. There is a disabled ramp suitable for wheelchair access which can provide access via the Low Street Main doorway.

The internal swing doors have a width of 72cms approximately and there is an intercom on the ground floor to request assistance.

Ways of getting to the Court Building

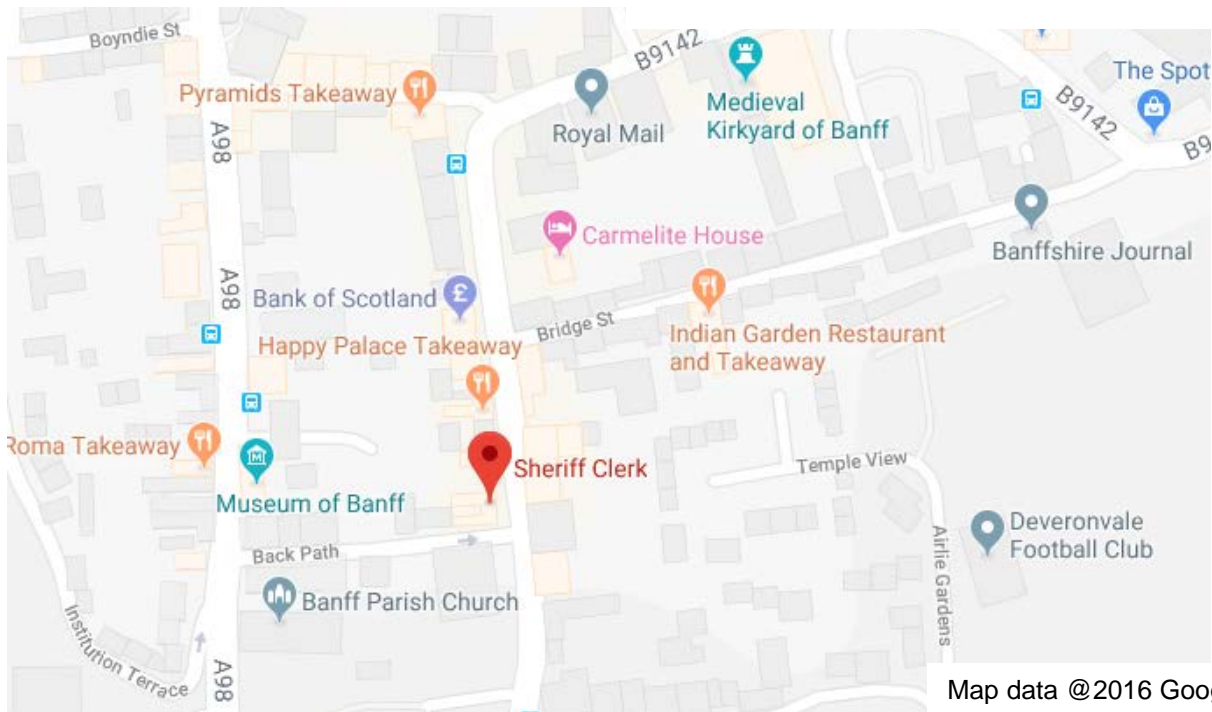
By Bus



Buses from Aberdeen to Banff arrive hourly at 54 minutes past the hour and buses to Aberdeen depart hourly at 45 minutes past the hour.

Buses from Elgin to Banff arrive hourly at 45 minutes past the hour and buses to Elgin depart hourly at 54 minutes past the hour.

The bus stop is 200 yards from the court off Low Street.



Bus stops and cafes within Court vicinity



By Train

There is no railway station at Banff the nearest railway stations are Elgin (35 miles), Huntly (21 miles) and Keith (21 miles).

Visit [ScotRail](#) or [National Rail Enquiries](#) for train times visit www.nationalrail.co.uk

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

By Air

The nearest airport is [Aberdeen](#) (46 miles), and at [Inverness](#) (75 miles).



By Public Transport

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

www.travelinescotland.com



Map data ©2016 Google

By Car

There are no parking facilities at the court house. St May's car park is located next to the court. Some spaces painted green are free - see signs within the car park. All other spaces require a pay and display ticket.

To request advice about parking for disabled drivers please contact the main reception desk.



By Taxi

Taxis are available at Banff town train station and ranks are available within walking distance to the Court.

On Arrival



Entrance Hall & Stair Lift



Entrance

There is access for disabled people through a separate gate at the front of the building, and a ramp up to the front door.

There is a chair stair lift to the first floor where the Procurator Fiscals public office is situated.

Please report to the sheriff clerk's public office on the ground floor on arrival or to the court officer. You will then be directed to the appropriate area.

Jurors should report to the court officer on arrival.

Alternative access, other than through the main front door, for witnesses or anyone who feels vulnerable, can be arranged if contact is made with the sheriff clerk's office prior to attendance

All witness should report to the court officer in the foyer or report to the Sheriff Clerk's office.



Security Check

You will enter the security lobby where trained security staff will request that you pass through a metal detector.

Wheelchair users are scanned by a paddle scanner. Your bags or briefcases may also be searched.

When you are ready, the security staff will direct you to the reception desk located to the left of the main hall, which serves as the central point of access the rest of the building.

Please report to the General Office 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:



01261 812140

or textphone

18001 01261 812140

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

Facilities



Toilets

There is unisex wheelchair accessible toilet on the ground floor.

Signage

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



Hearing Loop

For people who are hard of hearing a loop induction system is available in the courtroom and Sheriff Clerk's office for hearing aid users.

Please contact 01261

812140.



Refreshments

There are no food or drink facilities in the court house.

Water dispensers are located in Witness rooms. There are several cafes and hotels nearby, please ask staff for information or see notices on notice boards.



Witnesses are advised that they should bring refreshments with them prior to attending court. No food or drink is allowed in the court room

If you are sitting on a jury, lunch and refreshments will be provided for you if the court sits into the afternoon. The jury room has water, tea and coffee facilities. Lunch will be provided at a local hotel where you will be accompanied by the court officer to and from lunch.

Courtrooms



Typical court room

If you have any queries please contact the court on 01261 812140 so that any reasonable adjustment can be made.

All courtrooms are on the ground floor and are accessible to wheelchair users by contacting the Clerk or Court Officers who can provide directions to avoid the steps at the main public entrance.

A loop induction system is available in the courtroom and Sheriff Clerk's office for hearing aid users.

The public Gallery seating in the Courtroom is tiered, but there may be room on the adjacent level surface for a chair.

Lifts

There is a stair lift to access the first floor of this building.



Witness room

Witness Rooms

All Witness Rooms are located on the ground floor.

Both rooms have toilets located near to the Disabled WC on the ground floor.



Fines Office

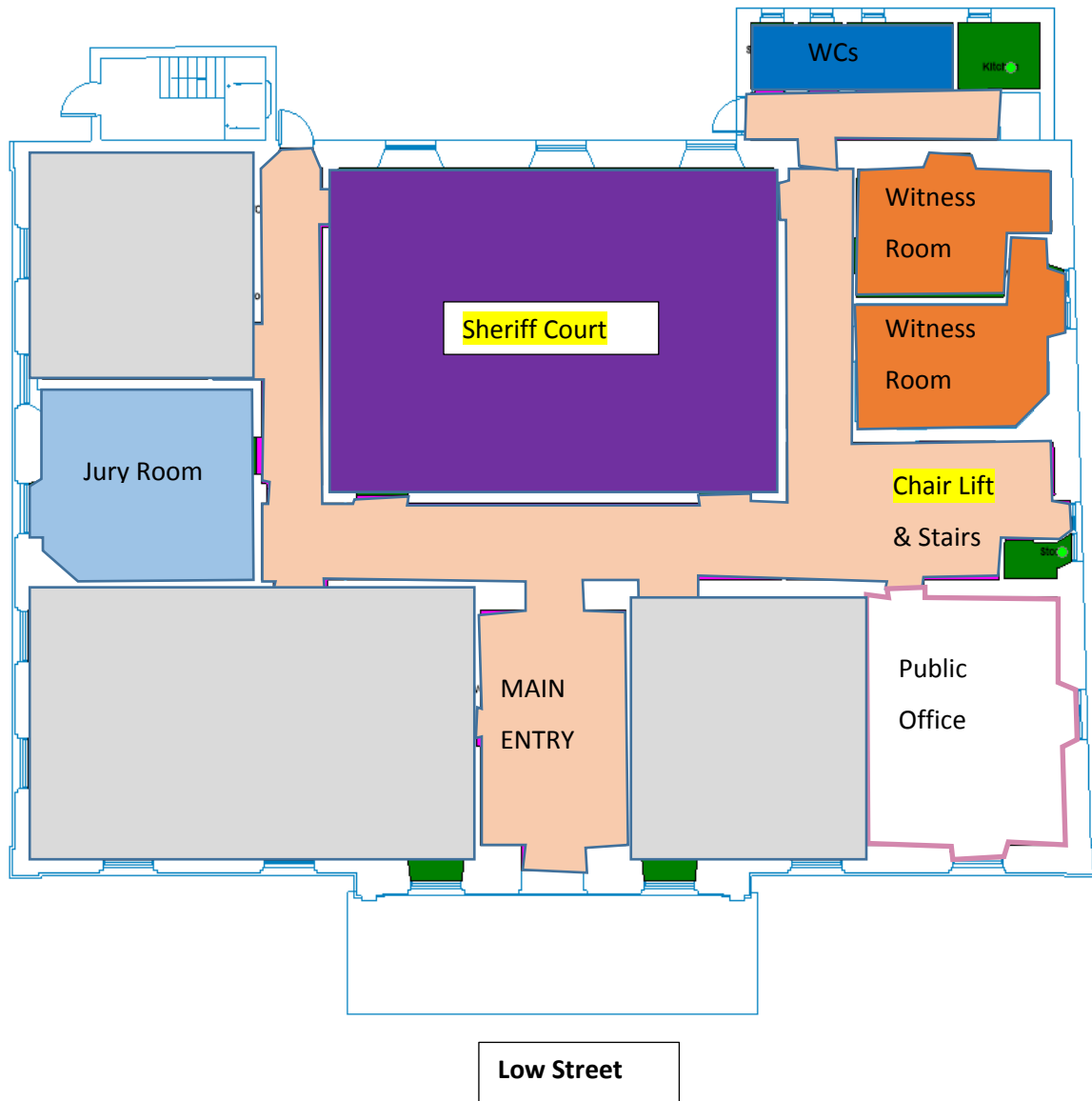
Sheriff Clerk's Office

The Sheriff Clerks Office is located on the ground floor level. This is the main enquiries desk and is provided a fixed induction loop system.

Fines Office

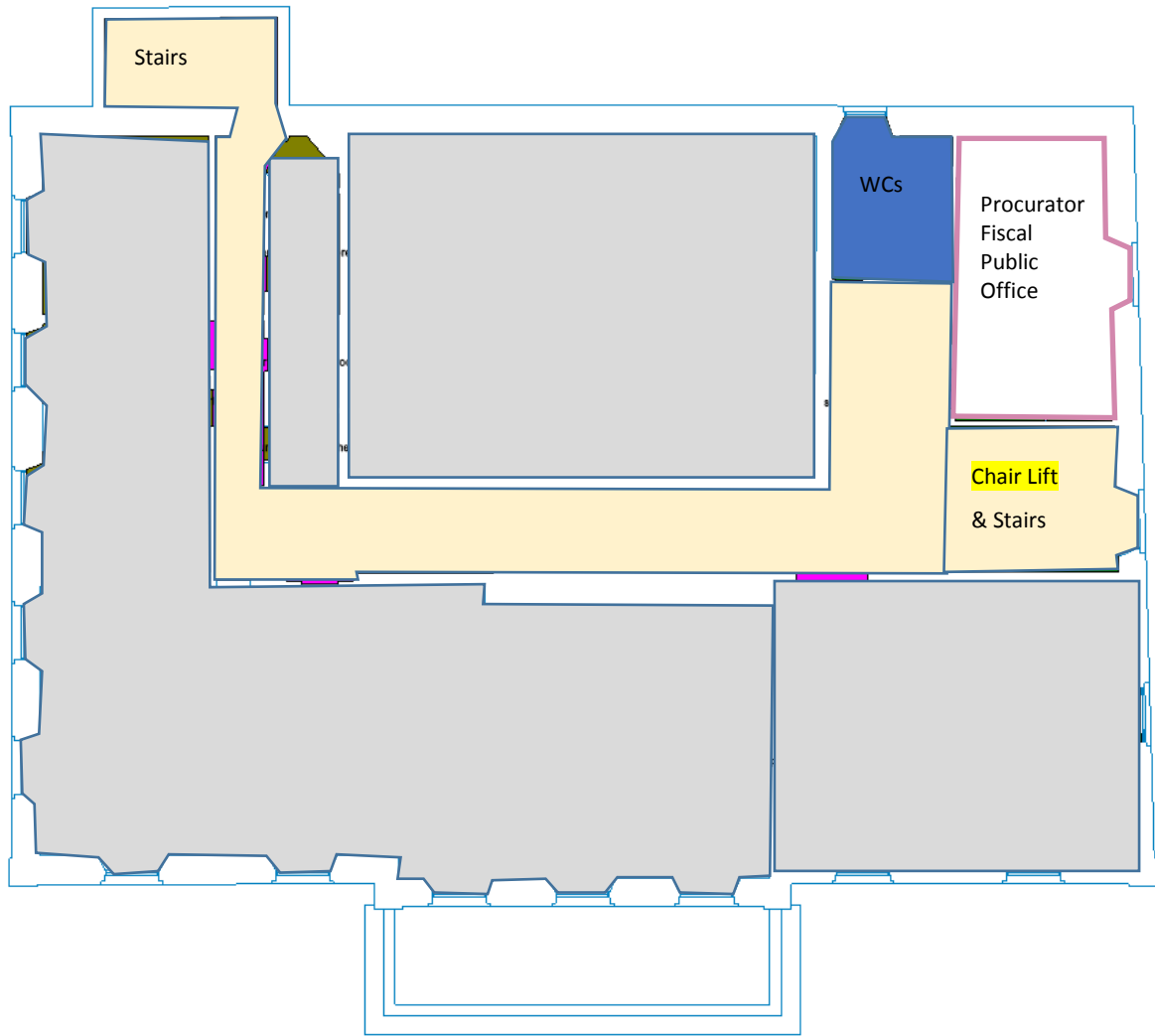
Fines are received at the Sheriff Clerks Office on the Ground Floor.

Floor Plans



Witness Room	Orange	Disabled WC	Red
Court Room	Purple	Lift	Yellow
Jury Muster	Grey	Jury Room	Light Blue
Toilets M/F	Blue	Reception	Pink

Ground Floor Layout



Witness Room	Disabled WC	
Court Room	Lift	
Jury Muster	Jury Room	
Toilets M/F	Reception	

First Floor Layout

Opening Times

Court

Monday to Thursday: 09:00 am to 16:30

Friday 09:00 to 16:00

The office is closed between 13:00 and 14:00 for lunch.

Public Holidays

2019

01 – January	Tuesday	New Year's Day
02 – January	Wednesday	2nd January
19 – April	Friday	Good Friday
22 – April	Monday	
06 – May	Monday	Early May Bank Holiday
08 – July	Monday	Summer Bank Holiday
02 – September	Monday	
14 – October	Monday	
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,
Low Street,
Banff,
AB45 1AU

Sheriff Clerk

Bruce Graham

Main Telephones

01261 812140



Jury Helpline

01261 812140

Fax

01261 818394

Crown Office & Procurator Fiscal

0844 5612660 or 01224 578975



Email

banff@scotcourts.gov.uk

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

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 asks 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

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

© Crown copyright 2016



You may use and re-use this information (not including logos) free of charge in any format or medium, under the terms of the [Open Government Licence v3.0](#).

Information to be confirmed

1. Picture of witness room
2. Picture of jury room
3. Picture of court room
4. Description of Refreshments provision
5. Description of Lift provision
6. Picture and description Fines and Criminal Office