

Scottish Courts  
and Tribunals Service



**Visiting**

**Dundee Sheriff Court**



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

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



[enquires@scotcourts.gov.uk](mailto: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:**

**01382 229961**

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## Location Details



Dundee Sheriff Court is located on Bell Street to the North of the City Centre.



The public façade of the courthouse faces onto Bell Street. The main entrance is raised above street level and is accessed by a series of 17 steps. For users with restricted mobility there is a ramp provided at the Constitutional Road side of the building. A covered area surrounds the main access doors.

## Ways of getting to the Court Building



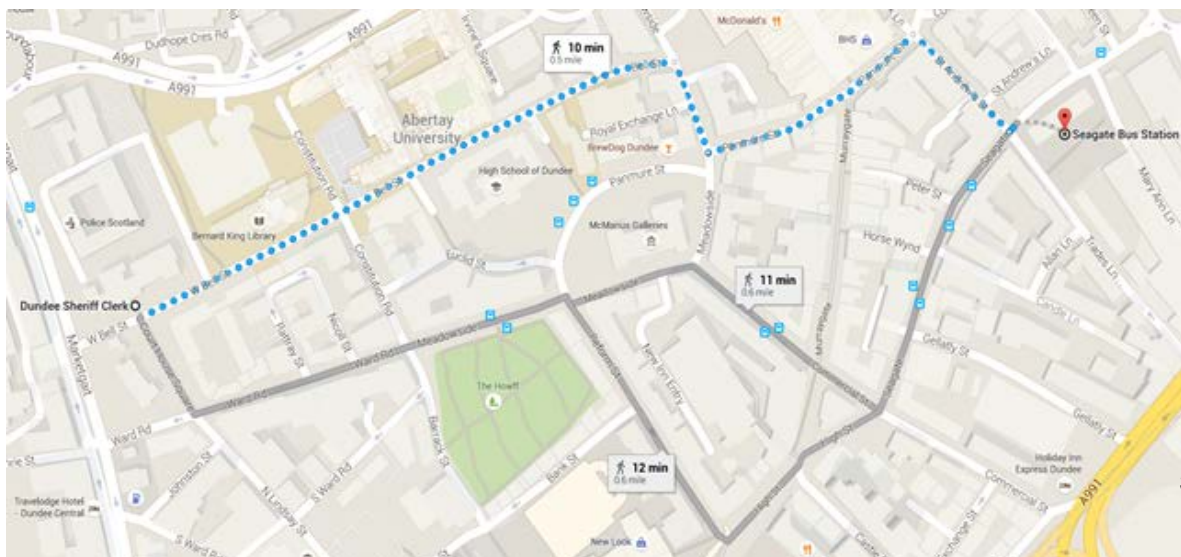
### By Bus

City buses which stop close to the court in Lochee Road/Court House Square are numbers 8, 17, 26, and 28/29. Bus service Strathtay No 15 from the stops in Lochee Road. All other out of town buses go directly to Seagate bus station. See [http://www.dundetravelinfo.com/bus\\_services.asp](http://www.dundetravelinfo.com/bus_services.asp)

All bus stops are approximately a 10 minute's walk from the court building.

### Bus station location

Map data @2016 Google



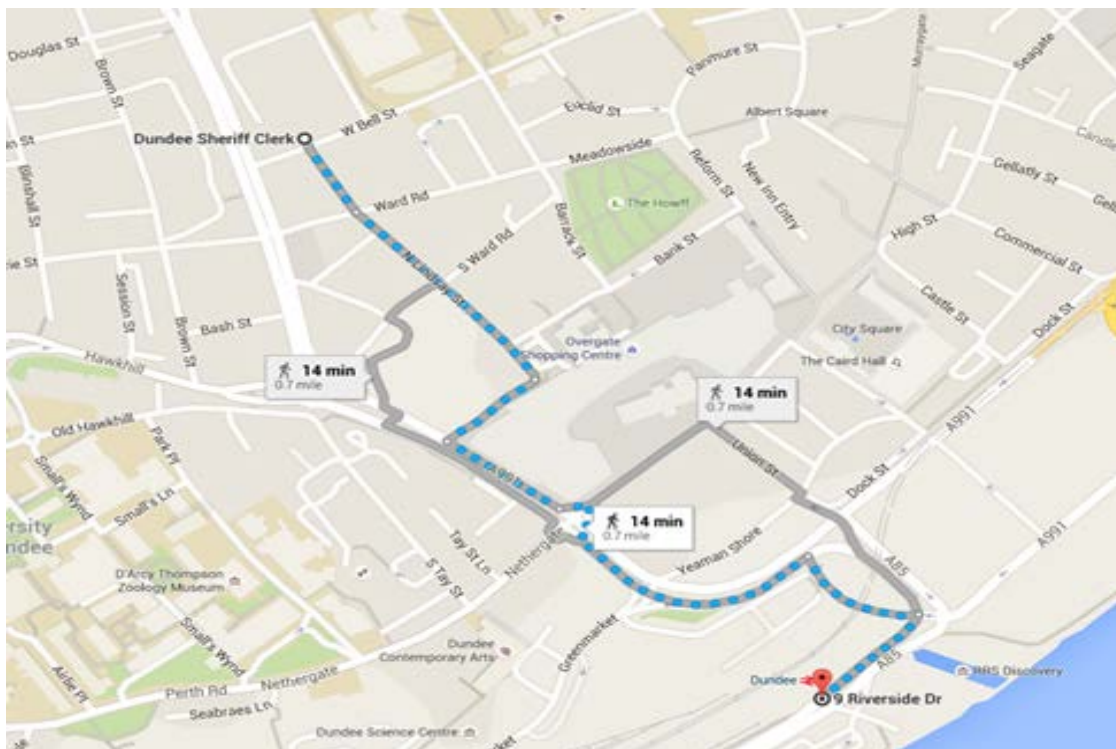


## By Train

The train station is situated half a mile from the court building which is approximately 15 minute's walking distance. Visit ScotRail or National Rail for more information.

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

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



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](http://www.travelinescotland.com)



## By Car

There is no public car park at the court. The nearest multi-storey car park is in Bell Street, a short walk from the court. There is also on-street (metered) car parking in West Bell Street and some in Lindsay Street and Tay Street (south of Ward Road).

## By Taxi



The main taxi ranks are at Nethergate, Commercial Street, Meadowside (at the top of Reform Street), Allan Street (off Seagate Bus Station), Hilltown and at the train station.

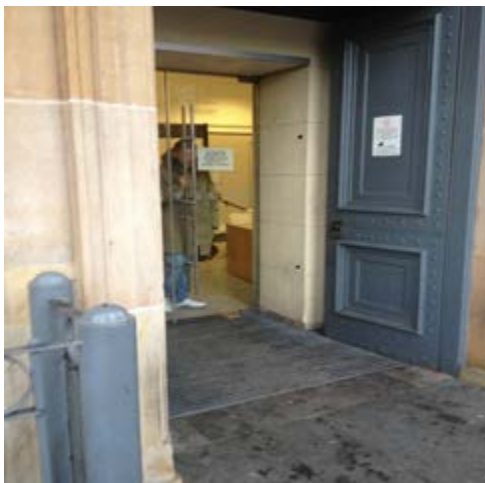
Travel by public transport is recommended.



## On Arrival



Entrance steps



Main entrance doors



## 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 reception desk and state the reason for your visit. Reception 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:



**01382 229961**

or textphone

**18001 01382 229961**

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

## Facilities



### Toilets

Public Female / Male toilets are located on the ground and first floor. Disable accessible toilets are located on ground floor adjacent to the public waiting area.



### Signage

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



## Refreshments

Food and drink is not allowed into any area of the building.

The tea bar is run by volunteers and is located on the ground floor directly opposite the main waiting area and next to the main staircase.

If you are sitting on a jury, lunch and refreshments will be provided for you if court sits into the afternoon.

## Hearing Loop



For people who are hard of hearing a fixed loop induction service is available at all reception counters. Portable mobile loop induction services are available for all courtrooms.

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

## Courtrooms

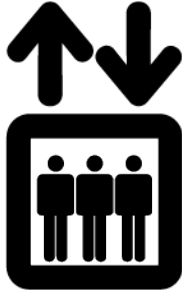


Typical court room

With the exception of Court 1, which has steps accessing the court well, all court rooms demonstrate an ability to access all users. They are well lit, spacious and have good acoustic qualities including full induction loop facilities. While no provision is given for wheelchair users to access the seated area in the public gallery or the witness box, the space in the courtrooms is ample.

Wheelchairs can be accommodated in areas just outside the witness box and the gallery.

When accessing the court itself, assistance will be needed to negotiate the sets of double doors leading into the Jury courts 1 and 4.



## Lifts

A lift is available on the east side of the court for wheelchair users to access the first floor. This lift found through the double doors, adjacent to the eastern staircase, next to court 3 .

## Witness Rooms

Witness rooms and jury rooms are located opposite the respective court they serve on the ground floor. Although wheelchair users can be accommodated, witness and jury rooms are limited in the amount of accessibility they offer. The corridors serving these rooms do not have push pad opening for wheelchair users to access without assistance. These rooms also do not have accessible toilets attached to them, therefore users who require these will need assistance to access the main toilet in the waiting area.



## Sheriff Clerks Office



Criminal Office

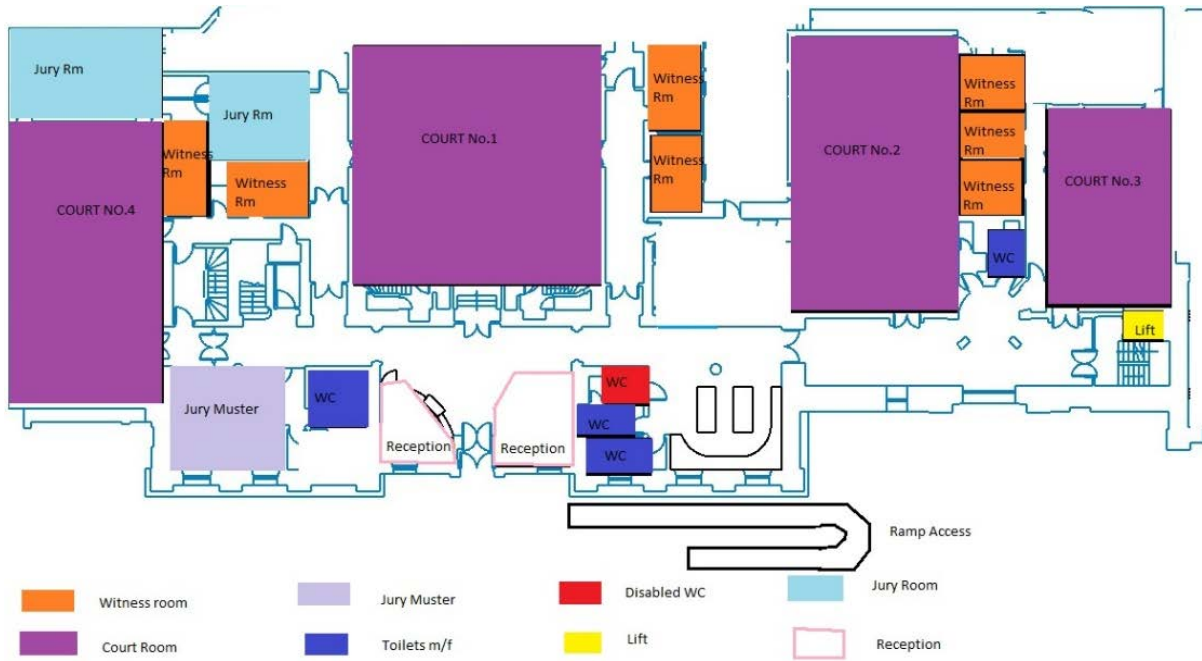


Civil Office

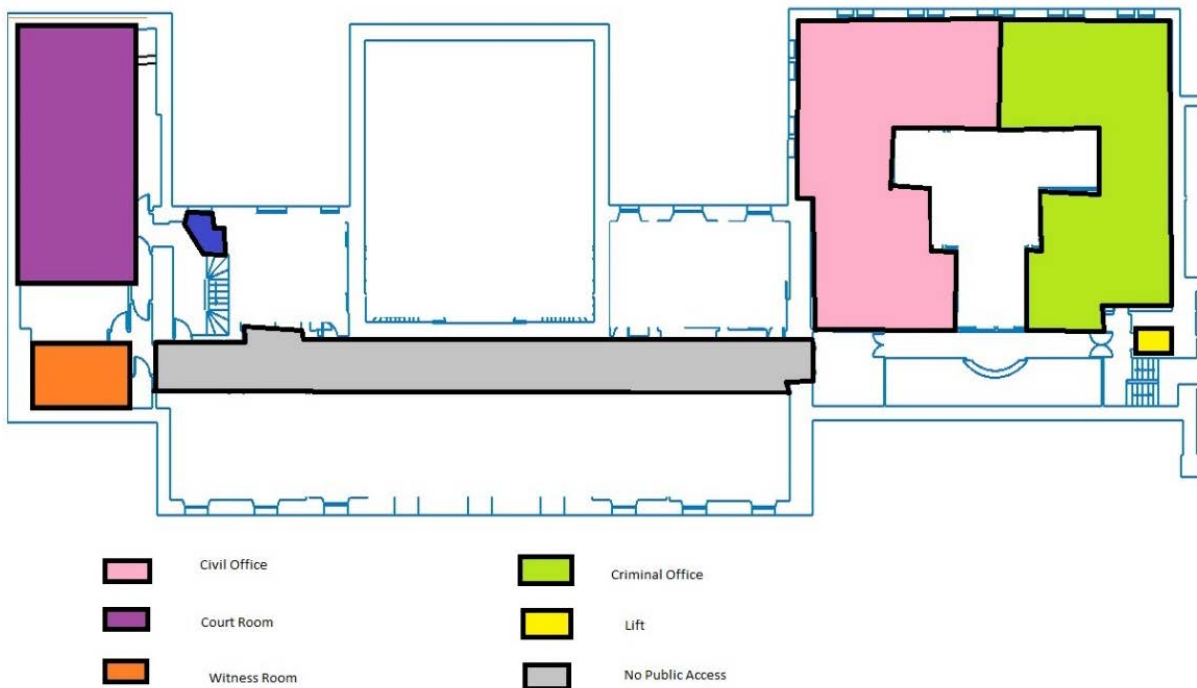
The Sheriff clerk's office is located on the first floor and consists of the Civil and Criminal office. General enquiries can be made here.

A dropped counter and induction loop facility of provided in both for the use of wheelchair users and the hard of hearing. While a good amount of space is provided for the wheelchairs to manoeuvre freely in this office and from the lift, powered doors are not fitted presently and assistance may be needed to open the doors.to access these offices. The main staircase to the first floor level is found on the eastern and western sides of this lobby and serves as an access point to the courts.

# Floor Plans



Ground Floor Layout



First Floor Layout

## Opening Times

### Weekly

Monday to Thursday: 9 am to 5 pm

Friday: 9 am to 4.30 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**

06 – May Monday **Early May Bank Holiday**

27 – May Monday **Spring Bank Holiday**

05 – August Monday **Summer 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**

Dundee Sheriff Court  
Sheriff Court House  
6 West Bell Street  
Dundee  
DD1 9AD

### **Sheriff Clerk**

Laura McGeary



### **Main Telephone**

01382 229961

### **Fax**

01382 318222



### **Email**

[Dundee@scotcourts.gov.uk](mailto:Dundee@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](mailto: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:

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Scottish Courts and Tribunals Service  
Spur N1,  
Saughton House  
Broomhouse Drive  
Edinburgh  
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