



Visiting

Kilmarnock Sheriff Court and Justice of the Peace Court



This leaflet will help you to plan your visit to Kilmarnock Sheriff 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:**

01563 550024

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 16

.....

Floor Plans

Pages 17 and 18

.....

Opening Times & Public Holidays

Page 19

.....

Contact Information

Page 20

.....

Additional Information

Pages 21 to 23

Location Details



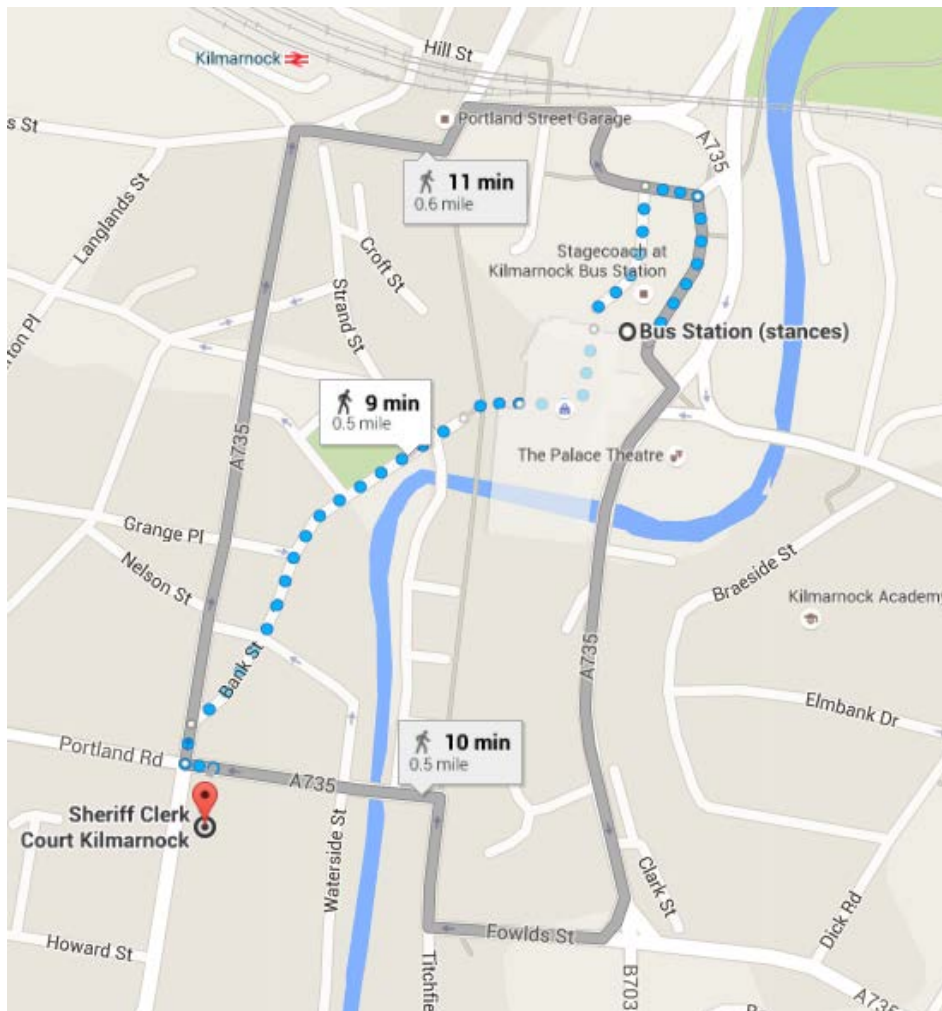
Kilmarnock Sheriff and Justice of the Peace Court is located on St Marnock Street. The main public entrance is located on the same street.

Ways of getting to the Court Building

By Bus



The main bus station in Kilmarnock is just a 10 minute walk from the court building. For up to date timetables or to plan your journey visit [stagecoach](https://www.stagecoach.co.uk)



Bus station location

Map data ©2016 Google

By Train

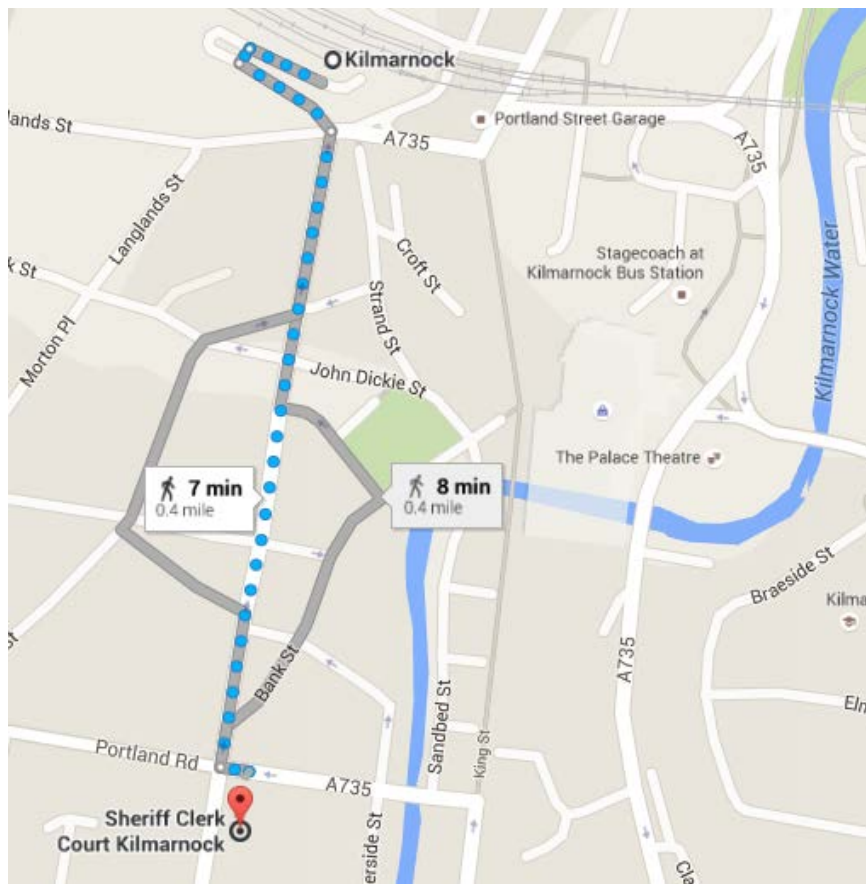


The nearest railway station is Kilmarnock, which is a 0.4 mile walk from the court building. Trains run to and from Glasgow regularly.

Visit www.nationalrail.co.uk

or [ScotRail](#) or call **03457 484 950** for train times.

Map data ©2016 Google



Train station location

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 no public car parking available at the court. The approaches to the Court have electronic availability signs for the nearby car parks. Pay and display is available at St Marnock Street but parking is limited to 2 hours. Blue badge holders can park here without restriction. On street pay parking is found on Dundonald Road and Portland Road, currently costing 80p per hour.



Blue Badge Parking at St Marnocks is Free





By Taxi

There is a taxi rank situated on John Finnie Street and also at the bus station.

The nearest airport is [Prestwick Airport](#) (11 miles)

There is a bus stance outside the airport which arrives at Kilmarnock bus station. From there, the court building is a ten minute walk. Current travel information is available from: [timetables](#) or to [plan your journey](#).

On Arrival



Entrance steps



Access ramp



Entrance

The main entrance to the building is off St Marnock Street. The entrance is set back from the street. There is a ramp available for disabled wheelchair access.

The Main entrance has fully automatic sliding doors.

There is a disabled access at the front of the building and a lift within the building.

A small step where the ramp meets the adjacent ground could be an issue for self-propelling wheelchairs.

If you have any specific access requirements please contact the sheriff clerk.



Security Check

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

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



Enquiries Counter

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 for the rest of the building.

Please report to the Enquiries Counter 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:



01563 550024

or textphone

18001 01563 550024

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

Facilities



Toilets

Public toilets are located on the first floor. There is a fully equipped toilet for wheelchair users at this level.



Signage

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



Refreshments



There is a cafe located on the first floor of the courthouse and available from 09:00 to 14:00. The area is free from clutter and there is sufficient room for manoeuvring. In addition, the chairs and tables are not fixed and can be moved to provide additional space. A vending machine is located on the ground floor for cold drinks.

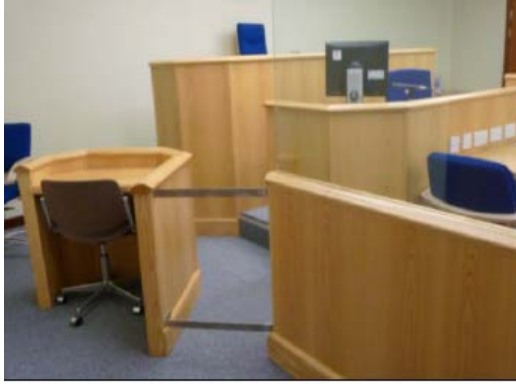


Hearing Loop

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.



Witness box



Typical court room seating



Courrooms

All courts are well lit, sufficiently spacious and have good acoustic qualities including full induction loop facilities. As such they provide good access to all users. 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 making the journey to the court from the main reception zone or the lift lobby, some assistance may be needed in opening doors.

Internal Access

The ground floor public area is spacious with plenty of room for manoeuvring as shown below. The stairs between the ground floor and the first floor are located in the centre of the public area on the ground floor. In addition to the stairs there is a lift that provides access to the first floor of the courthouse.



Typical witness waiting rooms

Witness Waiting Rooms

Waiting rooms for witnesses are located within the ground and first floors of the courthouse. Reception staff will direct witnesses to the correct waiting room upon arrival. Defence and Crown witnesses will be located in separate rooms. There is sufficient room for manoeuvring.



Typical Jury room

Jury Rooms

Members of the public who have been selected to serve on a jury will be accommodated in one of two jury rooms on the first floor. Lunch will be provided to jurors during the course of the trial. There is limited room for manoeuvring.



Fines and Criminal Office

Fines and Criminal Office

The Fines Office is located opposite to the Enquiries Counter adjacent to the Sheriff Clerk's Office. The counter has high and lowered sections and the waiting area has seats with and without arm rests.

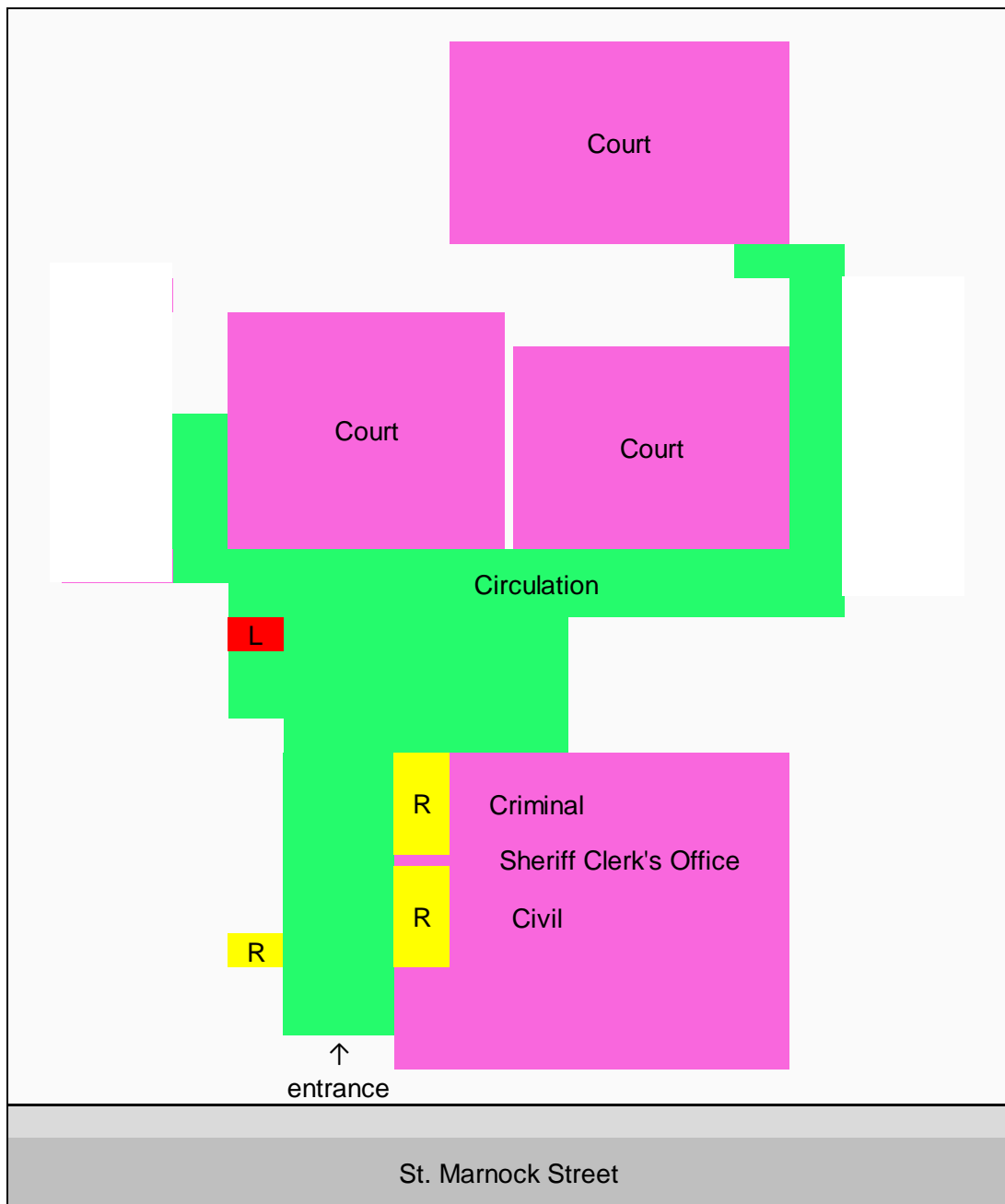


Sheriff Clerk's Office

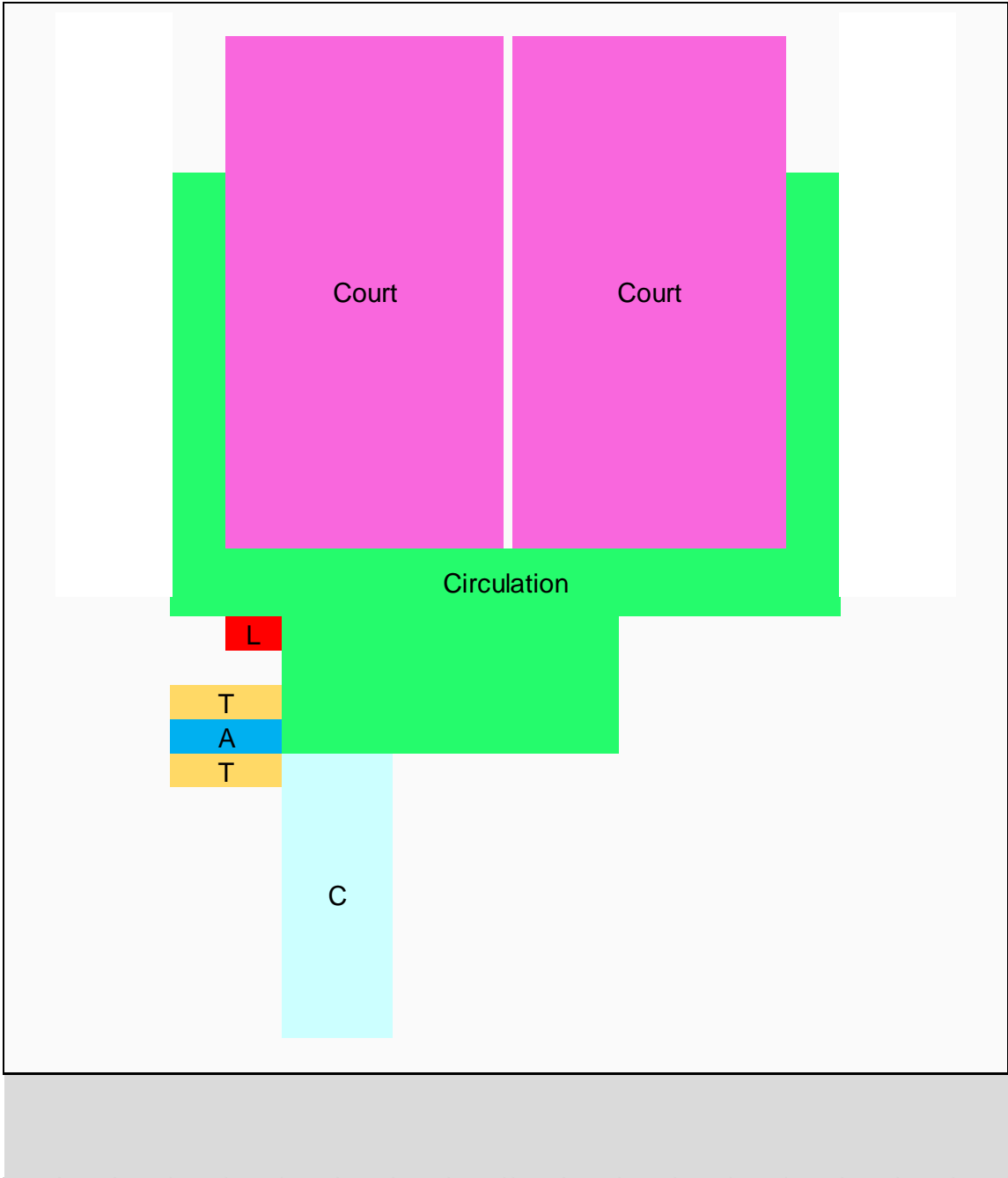
Sheriff Clerk's Office

The Sheriff Clerk's Office is located just inside the main entrance, on the right as one enters the Courthouse, opposite the Enquiries Counter. Internally the room is small, but a lowered counter section is useful for wheelchair users. The signage used here is high contrast.

Floor Plans



Ground Floor Layout



- | | |
|---|--|
| R Reception | A Accessible Toilet |
| L Lift | T Male and Female Toilet |

First Floor Layout

Opening Times

Weekly

Monday to Thursday: 9 am to 5 pm

Friday: 08:30 am to 4.30 pm

Please note that the public and fine counters close at 1.00 pm on the first Wednesday of each month

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
27 – May	Monday	Spring Bank Holiday
1 – July	Monday	
5 – August	Monday	
23 – September	Monday	
02 – December	Monday	St Andrew's Day
25 – December	Wednesday	Christmas Day
26 – December	Thursday	Boxing Day

Contact Information

Postal Address



Kilmarnock Sheriff Court

St Marnock Street

Kilmarnock

KA1 1ED

Sheriff Clerk

Neil Christie

Main Telephone



01563 550024

Jury Helpline - 01563 550034

(with recorded message for
Jurors)

Email



kilmarnock@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 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

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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