

Scottish Courts  
and Tribunals Service



## Visiting

### Perth Sheriff Court and Justice of the Peace Court



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

**01738 620546**

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## Location Details



Perth Sheriff Court and Justice of the Peace Court is located on Tay Street on the eastern edge of the town centre adjacent to the River Tay.

The main public entrance is on Tay Street which is a 10 to 15 minute walk from Perth Rail Station and the main bus station.

## Ways of getting to the Court Building

### By Bus



The Court is not directly served by a bus stop on Tay Street. However, the surrounding streets have various services from around the city. The nearest stops are on Canal St. and Princes St which are both a short walk away from the court building.



Bus and Rail Station locations

Map data ©2016 Google

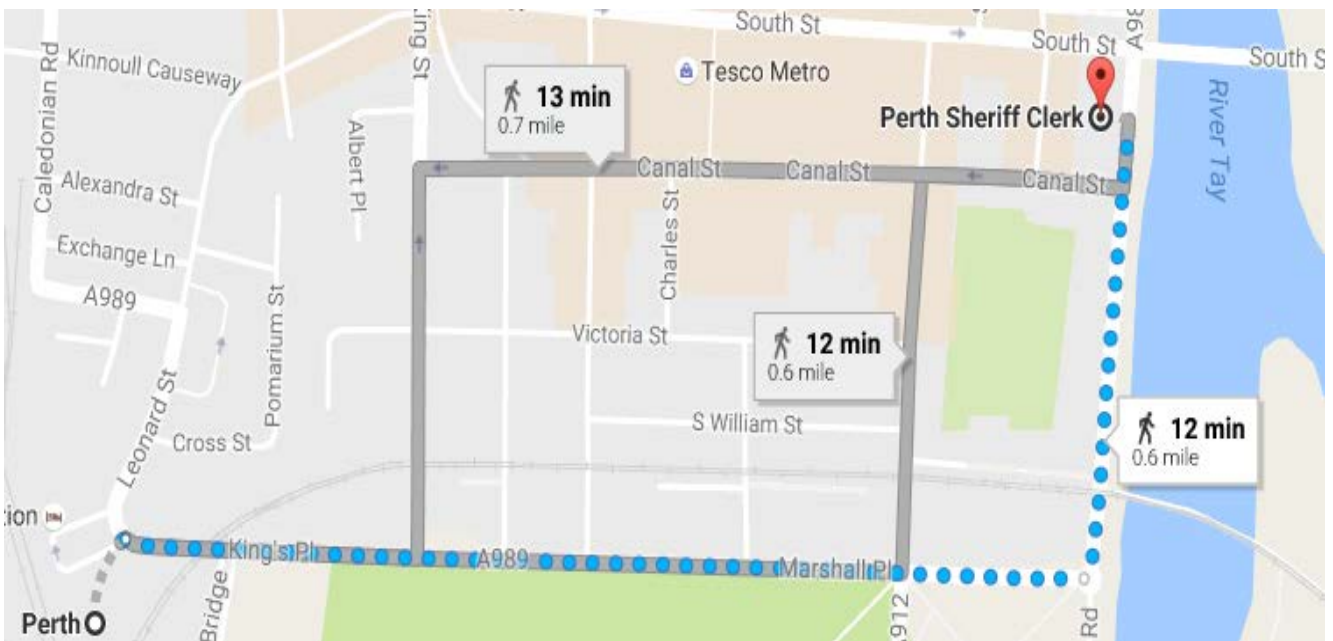
## By Train



The main train station is Perth Station, which is approximately 12 minute's walk from the court building. Trains regularly run to and from surrounding areas.

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

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

## By Car



There are pay and display car parks behind the court on Speygate and the adjacent road of Canal Street. There are accessible parking spaces provided at the Speygate car park, which is approximately 5 minute's walk from the court building. Additional on road parking is available on Tay Street.

Travel by public transport is recommended.

## By Taxi



Taxis should be available locally, or at Perth train station.



## On Arrival



Entrance steps



### Entrance

The public façade of the courthouse faces onto Tay Street. The main covered entrance and lobby is raised above street level and is accessed by a series of 7 steps.

Once inside the covered area, a set of double swing manual opening doors can be found. These doors lead to an entrance lobby and the main court circulation area. To the right of this lobby is the main reception desk.

For users with restricted mobility there is also an entrance on Tay Street. A Push pad entry system is situated here as well as court staff who will assist as required.



## Security Check

There may be trained security staff as you enter the security lobby that could 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.



Reception



If you require specific access or restricted hearing, visibility or language support and assistance, please telephone:



**01738 623601**

or textphone

**18001 01738 623601**

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

## Facilities



### Toilets

Public male and female toilets are located throughout the ground and first floor public areas. At ground floor level an accessible toilet is located to the right hand side of Court 1. There is no accessible toilet related to the Courts on the First Floor.

### Signage

Large print signage is provided around all circulation areas to assist in the navigation of the main public zones





## Refreshments

A snack bar service on the ground floor operates from 9.30am until 12 noon. There are several restaurants close to the court house. If you are serving on a jury a light lunch will be provided at a local hotel nearby.



## 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.



Typical court room

## Courtooms

Courts 1, 2 and 3 are on the ground floor while courts 4 and 5 on the first floor. All courts are well lit, spacious and have good acoustic qualities including full induction loop facilities.

Due to some heavy double doors access to most courts for wheelchair users will probably require assistance.

Court staff are often available to assist or the court office can be contacted to book this support in advance.

The first floor courts have no disabled toilet facilities.

There is no provision for wheelchair users to access the seated area in the public gallery or the witness box in any of the courts. However often the space in the courtrooms on the ground floor is ample and a wheelchair can usually be accommodated in areas just outside the witness box and the gallery

## Witness Rooms

Witness rooms 1, 2 and 3 can easily be reached from the ground floor for all users.

Witness rooms 4 and 5 are located on the first floor of the court and are not accessible to wheelchair users.



Typical Jury room

## Jury Room

The jury room is located on the ground floor, and is accessible to wheelchair users

## Fines and Criminal Office



Sheriff Clerk's Office

## Sheriff Clerk's Office

The Sheriff clerk's office is located at the end of the ground floor corridor, to the left from the main and accessible entrances.

Enquiries can be made here and the payment of fines.

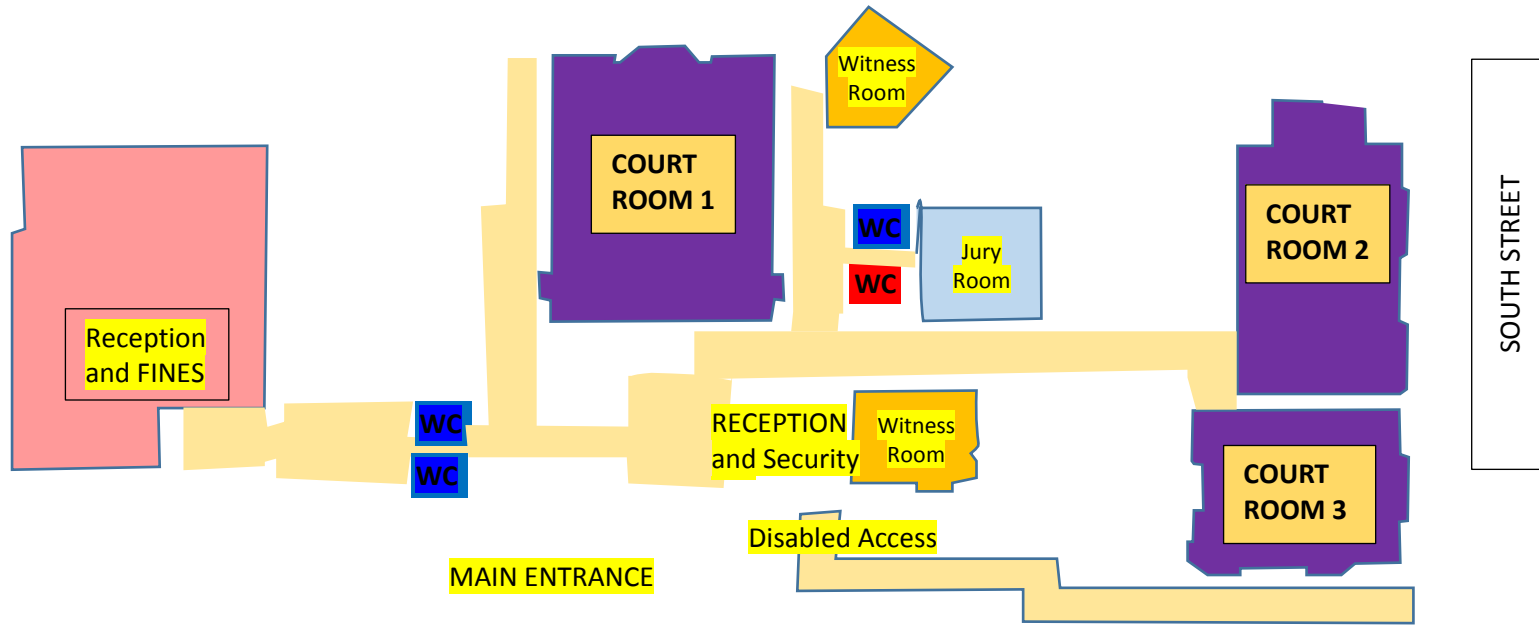
While a good amount of space is provided for the wheelchairs to manoeuvre freely in this office, powered doors are not fitted presently and assistance may be needed to open the doors from the main corridor.

The reception desk is provided with a dropped counter and a fixed induction loop system.



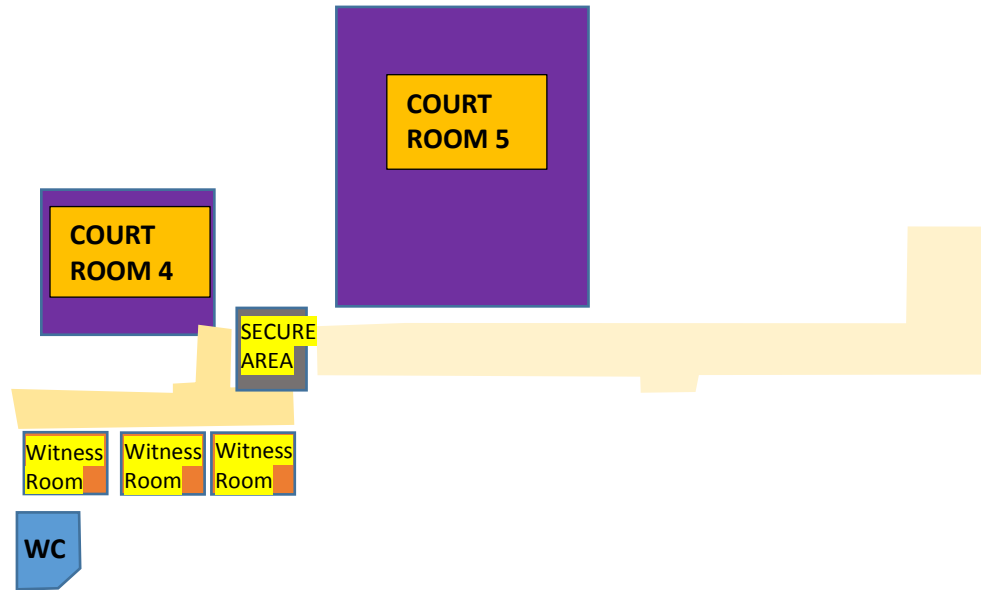
# Floor Plans






## GROUND FLOOR PLAN



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

# FIRST FLOOR PLAN



- |   |               |   |             |
|---|---------------|---|-------------|
|  | Communication |  | Toilets m/f |
|  | Witness Room  |  | Disabled WC |
|  | Court Room    |   |             |

## 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



Perth Sheriff Court and Justice  
of the Peace Court Sheriff  
Court House

Tay Street

Perth PH12 8NL

### Sheriff Clerk

Johanne Whyte



### Main Telephone

01738 620546

### Email



[perth@scotcourts.gov.uk](mailto:perth@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)



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**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  
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Edinburgh  
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