

# Upper Tribunal for Scotland

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## NOTES ON COMPLETING FORM UTS-1

Upper Tribunal for Scotland  
20 York Street  
Glasgow  
0141 302 5880

**Please note if you are seeking to appeal more than one First-tier case a separate application form must be completed for each reference.**

### 1. APPLICATION TYPE

Please tick the relevant box in regards to the type of application you are seeking.

Box 1 indicates you are submitting an appeal against the decision of the First-tier Tribunal. An application for appeal can only be raised if permission to appeal has been granted or part-granted by the First-tier Tribunal.

Box 2 indicates you are requesting permission to appeal the decision of the First-tier Tribunal. An application for permission to appeal would be required to be made if the First-tier Tribunal has made the decision to refuse permission to appeal.

### 2. APPLICANT DETAILS

The details of the applicant or applicants should be entered in section 2. The applicant would be the person raising the application to the Upper Tribunal regardless of their position in the First-tier Tribunal case reference.

If there are two or more applicants please give details of all other applicants on a separate sheet clearly marked "Section 2: Applicant details continued".

Representatives of the applicant(s) should not enter their details in Section 2. Details of any representative should be stated in Section 3.

### 3. APPLICANT REPRESENTATIVE DETAILS

Enter the details of any person or company who will be representing the applicant(s) in this section. If no details are entered here the Tribunal will deal directly with the applicant.

If details are entered in this section, the Tribunal will correspond **solely** with the stated representative, unless otherwise stated. Any correspondence sent to the representative will be deemed to have been sent to the Applicant. It is important that any changes to a representative are notified to the Tribunal as soon as possible.

### 4. RESPONDENT DETAILS

In this section you should give the details of the other party or parties who is/are to be the respondent(s) to the application.

If there are two or more respondents, please list these on a separate sheet clearly marked "Section 4: Respondent(s) Details".

Failure to disclose details of all the respondents to the application could result in delays to the progress of the application.

## **5. CASE DETAILS**

In this section you must provide details of the First-tier Tribunal decision subject to the appeal.

**5ai** - In the case reference number box please enter the First-tier Tribunal case reference number. **Please note if you are seeking to appeal more than one First-tier case a separate application form should be completed for each reference.**

**5aai** - In the First-tier Tribunal for Scotland decision box enter the name/type of decision you are seeking to appeal i.e. RSEO/PFEO/Eviction/Civil Proceedings etc.

**5aiii** - In the date decision sent box, enter the date the original decision was sent to you.

**5bi** – Next provide details on the outcome of Permission to Appeal from the First-tier Tribunal i.e. Permission Granted/Refused/Granted in Part.

**5bii** – Enter the date the Permission to Appeal decision was sent to you.

## **6. REQUEST FOR EXTENSION OF TIME LIMIT**

If you are submitting an application after the relevant timescale has passed then you must complete this section. The details on time limit allowed to appeal can be found as part of the First-tier Tribunal decision. Please give detailed reasons for this request here if applicable. These reasons should include an explanation of why the appeal was not submitted in time; and reasons why it is in the interests of justice that the time be extended.

Please note if the amount of text entered is more than the allowed box please submit a separate sheet clearly marked "Section 6: Request for extension of time limit" and mark the box on the form as "See paper apart"

## **7. REASONS FOR REQUESTING AN APPEAL/PERMISSION TO APPEAL**

In this section you must give details of your reasons for requesting an appeal or permission to appeal. You must identify the points of law on which you are appealing.

Please note if the amount of text entered is more than the allowed box please submit a paper apart (separate sheet) with the information clearly marked "Section 7 Reasons for requesting an appeal/permission to appeal" and mark the box on the form as "See paper apart"

## **8. LEGAL AID**

In this section please tick the relevant box confirming whether you have applied for or been granted legal aid for this application. If you have been granted legal aid, please enclose a copy of your legal aid certificate.

If you have applied for legal aid, and are successful in obtaining legal aid after submitting the application you must send a copy of your legal aid certificate to the Upper Tribunal for Scotland as soon as possible.

## **9. INFORMATION CHECKLIST**

Review this section and tick each box to confirm you have provided all the information/decisions required to raise an application with the Upper Tribunal.

## **10. DOCUMENT CHECKLIST**

Review and tick the boxes in this section, ensuring you submit each document when sending the application form. Failure to provide these documents may result in delays in processing your application.

## **11. SIGNATURE**

The application form **must** be signed and dated by the applicant(s) or their representative. Signature can be completed electronically if UTS-1 is being submitted via email.

## **12. SUBMISSION OF APPLICATION FORM**

The application form can be submitted electronically to - [Uppertribunalforscotland@scotcourtsribunals.gov.uk](mailto:Uppertribunalforscotland@scotcourtsribunals.gov.uk)

The Application can be submitted in hard copy to –

Upper Tribunal for Scotland  
20 York Street  
Glasgow  
G2 8GT