

Scottish Courts
and Tribunals Service



Visiting Alloa Sheriff Court and Justice of the Peace Court



This leaflet will help you to plan your visit to the Alloa 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

(Full contact details are on
page 20)

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 and 22

Location Details



The Sheriff Court and Justice of the Peace building is located at the end of Mar Street adjoining Drysdale Street. It is accessible from the A907 and is immediately opposite the Alloa Town Hall on a major roundabout



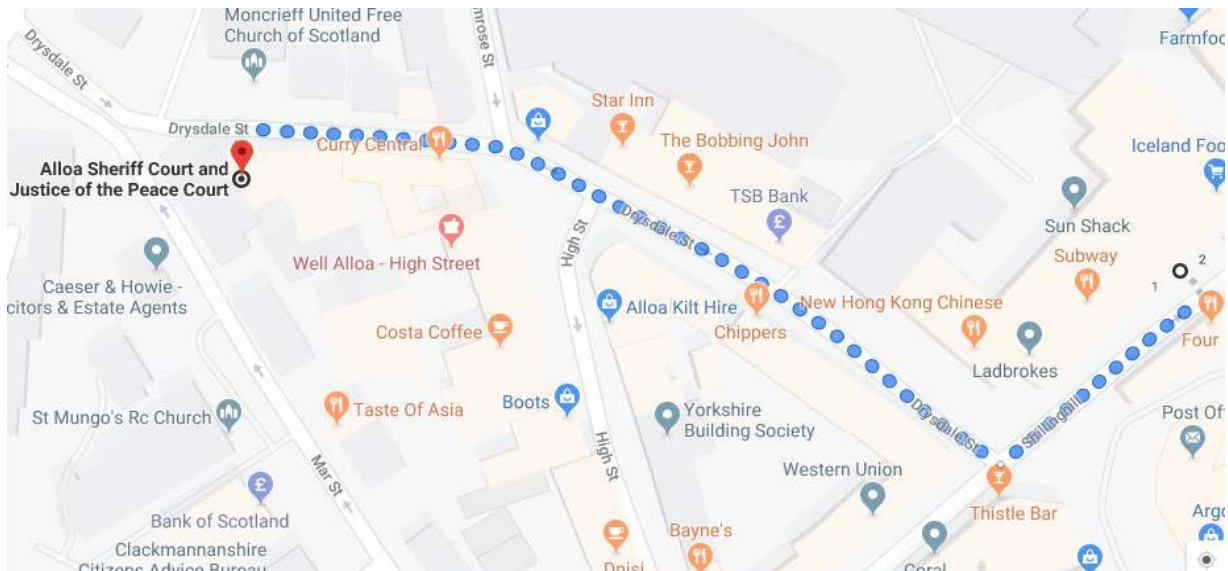
The main entrance to the court building is from Drysdale Street. The front door of the courthouse is recessed from the building line, there is a ramp access suitable for wheelchairs

Ways of getting to the Court Building

By Bus



The nearest bus stop is Shillinghill which is approximately 5 minute's walk from the court building.



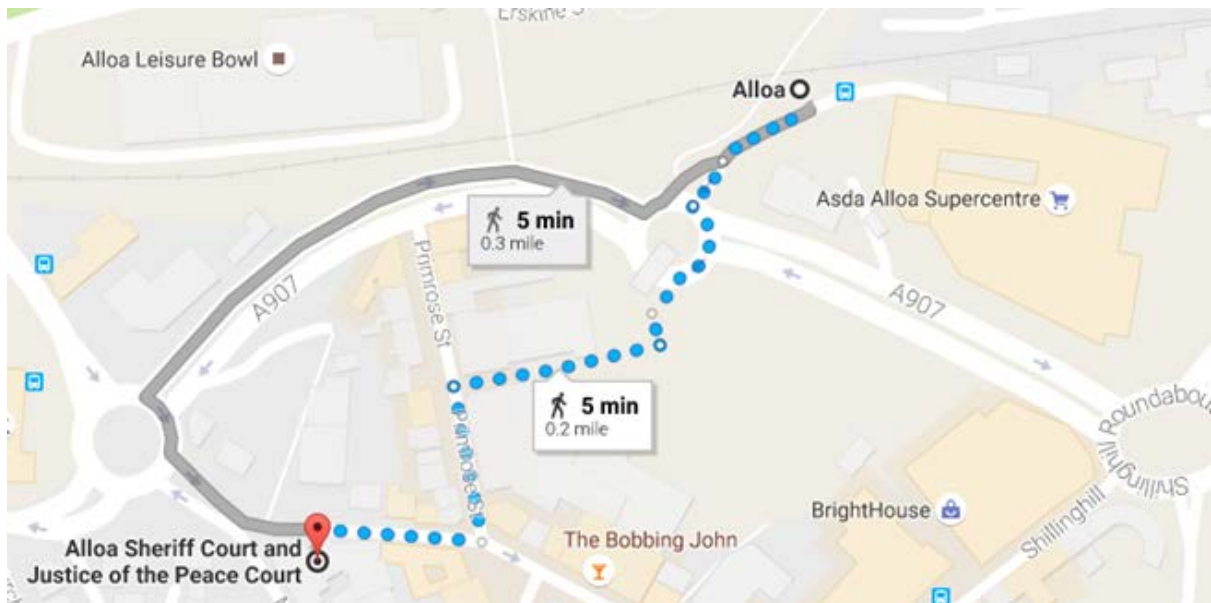
Map data ©2016 Google

Bus station location

By Train



The main train station is Alloa Train Station which is approximately 5 minute's walk from the court building. Trains run to and from Glasgow regularly. Visit 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

By Car



There is no dedicated parking at the court building or the Fiscal's office. However there is a free car park located just off the ring road and in Greenside Street. Both car parks are approximately 5 minute's walk from the court.



By Taxi

Taxis are available at Alloa train station.

Travel by public transport is recommended.

On Arrival



Main entrance



Entrance to Sheriff Clerks Office



Staff entrance

Entrance

The main entrance to the building is from Drysdale Street. The front door of the courthouse is recessed from the building line.

There is ramp access suitable for wheelchairs.

The entrance to the Sheriff Clerks Office is located via the lane at the end of the building on Drysdale Street. This is where you should attend to pay a fine or for general enquiries.

The main entrance to the building located on Mar Street now acts as the staff entrance and is no longer used by the public.

Security Check



You may be requested to pass through a Security check when entering the building and scanned with a paddle scanner.

Wheelchair users are also 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:



01259 722734

or textphone

18001 01259 722734

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

Facilities



Toilets

There are toilets for both sexes near the main entrance. A disabled toilet is available at ground floor level.



Signage

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



Refreshments

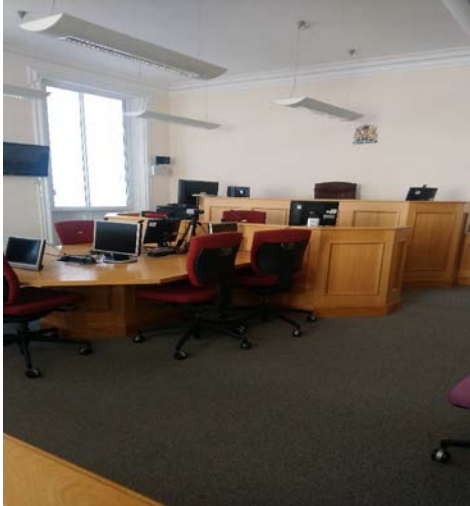
The court has a small tea bar which is run by The Anthony Nolan Trust, selling tea, coffee and other light refreshments. The tea bar is open from 9.30am until 12noon each day.



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.



Court 2

Courtrooms

There are 2 courtrooms in Alloa Sheriff & Justice of the Peace Court. Court 1 is located on the 1st floor and the smaller Court 2 is located on the ground floor.



Lifts

There are 2 lifts available in the court buildings. 1 gives access to the Sheriff Clerks Office, the other gives access to Court 1. Please note the lift for Court 1 requires the assistance of a staff member to operate. Please advise a member of staff on arrival if you require to use the lift.



Witness room

Witness Rooms

There are 3 Witness Rooms located within the building. All are spacious and bright with comfortable seating and reading material provided.

Staff from Witness Service are available when trials are running to offer support and assistance to witnesses on the day.

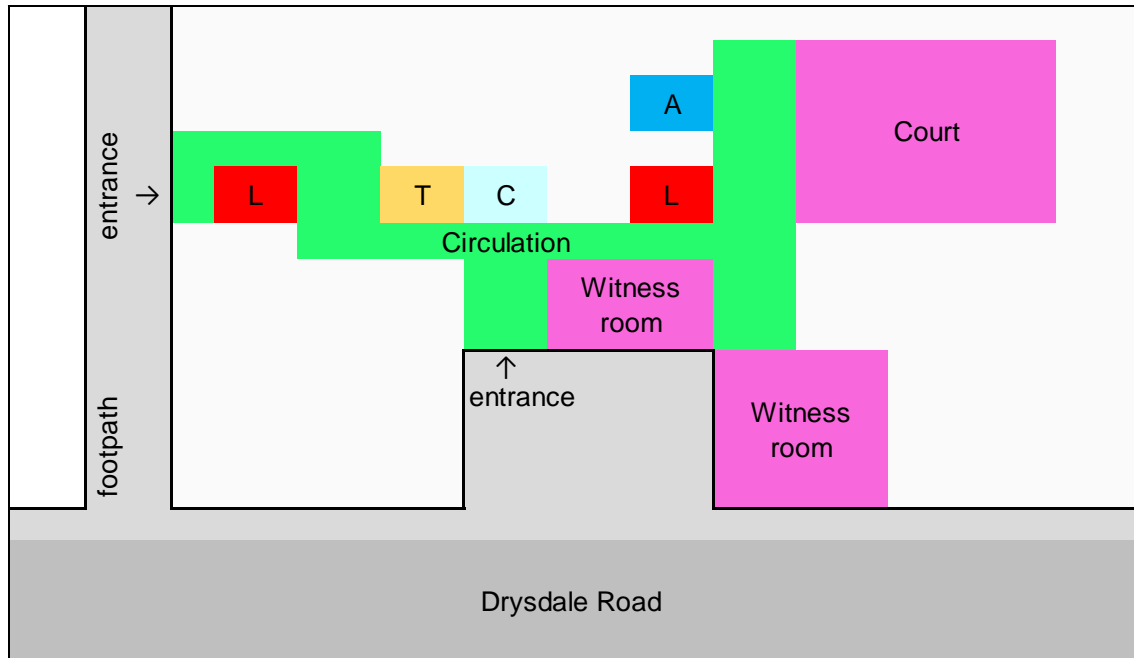


Sheriff Clerk's Office
Reception Area

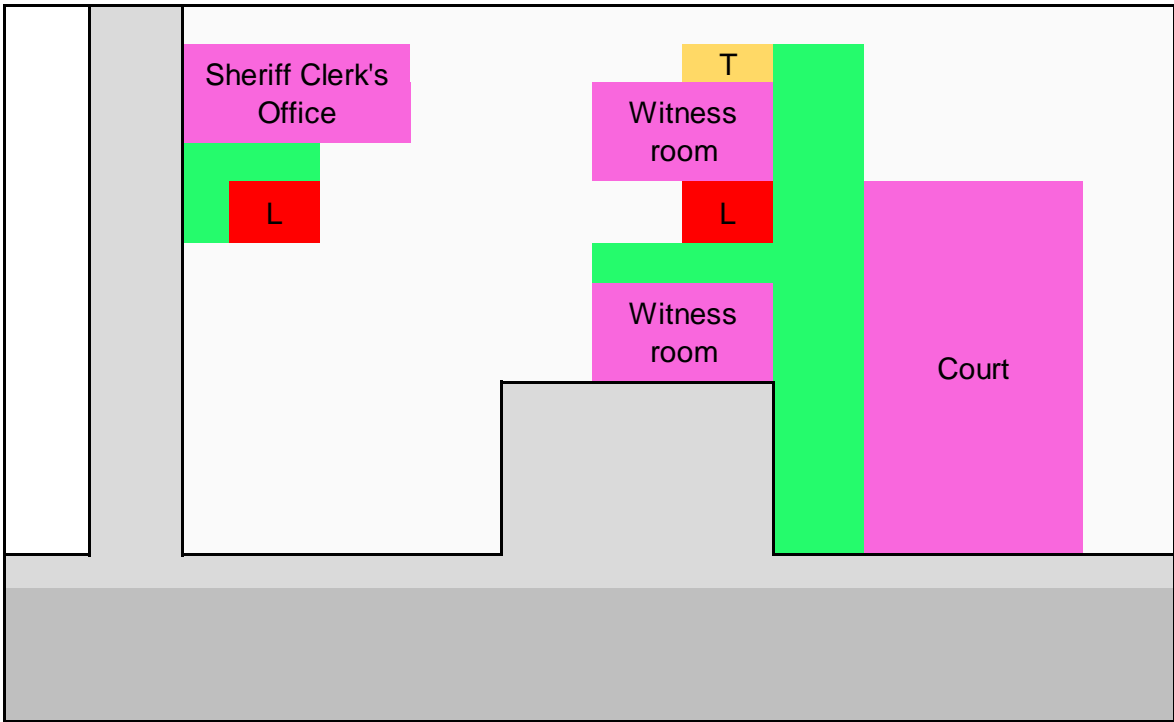
Sheriff Clerk's Office

The Sheriff Clerk's offices are located off the lane that runs behind the court building off Drysdale Street. Attend here for all civil enquiries and fines payments.

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: 9 am to 4.30 pm

Office closes for lunch between 13:00-14:00 daily

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
01 – July	Monday	Bank Holiday
05 – August	Monday	Summer Bank Holiday
09 – September	Monday	
02 – December	Monday	St Andrew's Day (substitute day)
25 – December	Wednesday	Christmas Day
26 – December	Thursday	Boxing Day

Contact Information

Postal Address



Alloa Sheriff Court
47, Drysdale Street,
Alloa
FK10 1JA

Sheriff Clerk

John Bicket

Main Telephone



01259 722734



Email

alloa@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

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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