



NOTES ON COMPLETING FORM UTS-3

Upper Tribunal for Scotland
20 York Street
Glasgow
G2 8GT
0141 302 5880

Please note a separate UTS-3 application form should be completed for each appeal/referral being made.

1. STATEMENT OF NOTICE OF APPEAL

In this section please confirm, by ticking the appropriate box, what type of decision is being appealed.

2. APPELLANT DETAILS

The details of the appellant or appellants should be entered in section 2.

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

Representative of the appellant(s) should not have their details entered in Section 2. Details of any representatives should be stated in Section 3.

3. APPELLANT REPRESENTATIVE DETAILS

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

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 Appellant. It is important that any changes to a representative are notified to the Tribunal as soon as possible.

4. CASE DETAILS

In this section you must provide details of the Traffic Commissioner decision subject of the appeal.

4a – Provide the date of the Decision being appealed

4b – Provide the Case Reference, if any, if there is no case reference please advise

4c – Provide a brief Summary of the decision made

5. REASONS FOR REQUESTING APPEAL

In this section you must give details of your reasons for requesting an appeal.

Please note should your response exceeds the space given in this section please submit an additional sheet clearly marked "Section 5 reasons for requesting an



appeal continued)” and mark clearly at Section 5 (see continuation sheet)

6. CONSENT TO A DECISION WITHOUT A HEARING

Please tick the relevant box advising whether you would consent to a decision being made without a hearing or not.

7. LATE APPEALS

if you are submitting an application after the 30 Day timescale has passed then you must complete this section.

7a – Tick the box if you are making a request for the appeal to be considered out of time.

7b - 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

7c – Please provide 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 7: Request for extension of time limit” and mark the box on the form as “See Continuation Sheet”

8. 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

9. DOCUMENT CHECKLIST

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

10. SIGNATURE

The application form **must** be signed and dated by the appellant(s) or their representative. Signature can be completed electronically if UTS-3 is being submitted via email.

11. SUBMISSION OF APPLICATION FORM

The application form can be submitted electronically to -

Uppertribunalforscotland@scotcourtribunals.gov.uk

The Application can be submitted in hard copy to –

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20 York Street
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