

# Upper Tribunal for Scotland



Glasgow Tribunals Centre  
20 York Street  
GLASGOW  
G2 8GT

www.scotcourtribunals.gov.uk  
0141 302 5880

## Form UTS-1

### Application for:

1) Submitting an appeal to the Upper Tribunal against a decision of the First-tier Tribunal for Scotland: Tribunals (Scotland) Act 2014 S46(1)

OR

2) Requesting permission from the Upper Tribunal to Appeal a First-tier Tribunal for Scotland Decision: Tribunals (Scotland) Act 2014 S46(3)(b)

This form is to be used by a party who wishes to:

a) appeal against a decision of the First-tier Tribunal for Scotland, where they have been granted permission to appeal that decision by the First-tier Tribunal for Scotland;

OR

b) apply for permission from the Upper Tribunal for Scotland to appeal a decision of the First-tier Tribunal for Scotland, where they have been refused permission to appeal by the First-tier Tribunal for Scotland. **A request for permission to appeal can only be submitted on a point of law.**

An application under a) or b) above must be received by the Upper Tribunal for Scotland within 30 days of the date the decision by the First-tier Tribunal for Scotland to grant or refuse permission was sent. The Upper Tribunal for Scotland can consider a request for extension of the time limit for submitting an appeal or requesting permission to appeal. If you are submitting an application after the relevant timescale has passed then you must complete section 6 of this form.

### 1. APPLICATION TYPE (please tick the appropriate box below)

I am submitting an appeal against the decision of the First-tier Tribunal

(a copy of the decision to grant permission from the First-tier Tribunal for Scotland must be provided)

I request permission to appeal the decision of the First-tier Tribunal for Scotland

(a copy of the decision to refuse or partially grant permission from the First-tier Tribunal for Scotland must be provided)

Please note that in both types of application, you must also supply a copy of the original decision of the First-tier Tribunal that is the subject of the appeal

## 2. APPLICANT DETAILS

The Upper Tribunal for Scotland may assume that the address provided by a party or interested party or their representative is the address to which documents should be sent or delivered, unless it is notified otherwise in writing. If a party or an interested party provides a fax number, email address or other details for the electronic transmission of documents to them, that party or interested party must accept delivery of documents by that method

a. Company/organisation name

b. Title (Mr, Mrs, Miss, Ms)

c. First name

d. Last name

e. Contact address

  
  

f. Contact telephone number

g. Contact fax number

h. Contact email address

## 3. APPLICANT REPRESENTATIVE DETAILS

a. Company/organisation name

b. Title (Mr, Mrs, Miss, Ms)

c. First name

d. Last name

e. Contact address

  
  

f. Contact telephone number

g. Contact fax number

h. Contact email address

#### 4. RESPONDENT DETAILS

a.	Company/organisation name	<input type="text"/>
b.	Title (Mr, Mrs, Miss, Ms)	<input type="text"/>
c.	First name	<input type="text"/>
d.	Last name	<input type="text"/>
e.	Contact address	<input type="text"/> <input type="text"/> <input type="text"/>
f.	Contact telephone number	<input type="text"/>
g.	Contact fax number	<input type="text"/>
h.	Contact email address	<input type="text"/>

#### 5. CASE DETAILS

##### a. Tribunal decision subject of appeal

i. Case reference number

ii. First-tier Tribunal for Scotland decision\*

\*insert the name/type of decision e.g. RSEO/PFEO/Rent Determination/Certificate of Compliance

iii. Date decision sent#

##### b. Permission to appeal decision details

i. Permission Granted/Refused/Granted in Part?

ii. Date permission decision sent#

#The sent date is the date found on the covering letter of the relevant decision from the First-tier Tribunal for Scotland.

Appeals or requests for permission to appeal must be received by the Upper Tribunal for Scotland within 30 days of the date the decision by the First-tier Tribunal for Scotland to grant or refuse permission was sent.

**If you are submitting an application after the relevant timescale has passed then you must complete section 6. Otherwise, continue to section 7.**



## 8. LEGAL AID

Please confirm 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 this application, you must send a copy of your legal aid certificate to the Upper Tribunal for Scotland as soon as possible.

I have applied for legal aid:

I have been granted legal aid:

I do not intend to apply for legal aid:

## 9. INFORMATION CHECKLIST

**Please confirm that you have provided all the information below on this form, by completing the appropriate box(es).**

Details of the Decision which your request is about (this should be stated in Section 5a)

Reasons for request for extension of the time limit ((where applicable) (this should be stated in Section 6)

Point(s) of law on which you wish to appeal (these should be stated and explained at Section 7)

Legal Aid position confirmed at SECTION 8

## 10. DOCUMENT CHECKLIST

The documents listed below should be attached to your application

Written record of the decision being challenged (See Section 5a)

Statement of Reasons for the decision being challenged (see Section 5a) - This should only be attached where this is in a separate document to the written record of the decision being challenged. In many cases, the statement of reasons will be part of the decision document.

Decision of the First-tier Tribunal for Scotland on the request for permission to appeal (See Section 5b)

Legal Aid Certificate (where applicable – See Section 8)

Failure to provide any of the required information or documentation indicated in the checklists at Sections 9 and 10 may result in the application being refused without a decision being made by the Upper Tribunal for Scotland. It is a statutory requirement when submitting an application that this information and documentation is supplied.

## 11. SIGNATURE

Subject to the following declaration, we will store and process the information you provide in line with the Data Protection Act 1988. Under the Act you can ask to see all the information we have about you. Please also note that legislation requires the Upper Tribunal for Scotland to make any tribunal decisions and statements of reasons publicly available.

**I confirm that all the information I have given is correct and I have not withheld any relevant information.**

Signature

Date

For further information, please contact the Upper Tribunal for Scotland using the details on the front page of this form.