**PRACTICE DIRECTION No. 3**

**Lodging of Productions with the First-tier Tribunal for Scotland (Housing and Property Chamber) in terms of Rule 22**

**Annotations**

In light of the transfer from HOHP to the First-tier Tribunal for Scotland (Housing and Property Chamber), noted below are any subsitutions that have been made in terms of the applied legislation and naming references in the original direction:

1: Committee

2: Regulation 13(1) of the Homeowner Housing Panel (Applications and Decisions) (Scotland) Regulations 2012

3: a Homeowner Housing Committee 4: Panel

5: Regulation 2 of the Homeowner Housing Panel (Applications and Decisions) (Scotland) Regulations 2012

This Direction is issued under section 74(1)(a) and 75(2) of the Tribunals (Scotland) Act 2014 which provides that the President of Tribunals may issue directions as to the practice and procedure to be followed in proceedings at the First-tier Tribunal.

This Direction applies in relation to proceedings in respect of **homeowner** applications before the Housing and Property Chamber of the First-tier Tribunal for Scotland commenced, or in progress, on or after 26 February 2018.

The previous practice direction No. 3 dated November 2016 is revoked.

1. Where a Party to proceedings before the Housing and Property Chamber wishes to lodge documents, etc. (otherwise known as “productions”) in terms of **Rule 22**of The First-tier Tribunal for Scotland Housing and Property Chamber Rules of Procedure 2017 (SSI 2017/339) (“the Chamber Rules”) with the Housing and Property Chamber for consideration by a tribunal, the productions must be lodged in a hard copy format except as otherwise provided in the Regulations or specified by the tribunal.

1. At the same time as lodging productions with the Housing and Property Chamber, the Party must lodge with the Housing and Property Chamber a paginated and indexed inventory of the productions in a hard copy format.
2. At the same time as lodging the productions and inventory with the Housing and Property Chamber for onward transmission to the tribunal, the Party lodging the productions and inventory must send a copy of them to all other parties to the proceedings or their representatives (“the receiving parties”). For the avoidance of doubt, the definition of a “party” is that included in rule 1(2) of schedule 1 of the Chamber Rules i.e. *“party” includes, unless the context requires otherwise, any homeowner, property factor, tenant, former tenant, landlord, former landlord, third party applicant, former residential occupier, lessor, lessee, letting agent and any other person permitted by the First-tier Tribunal to be a party to proceedings*.

Lady Smith

President of Tribunals

26 February 2018

**POSSIBLE STYLE**

**INVENTORY OF PRODUCTIONS**

**CASE REFERENCE – ( number) PARTIES –**

1. **HOMEOWNER – (name)**
2. **PROPERTY FACTOR – (name) LIST**
3. **Written Statement of AB**
4. **Photographs of site next to house at 6 Tiny Street**
   1. **taken on 10 April 2013**
   2. **taken on 27 June 2013**
   3. **taken on 19 September 2013**

**3 a. Invoice dated 30 June 2013 for charges**

**3.b Invoice dated 30 September 2013 for charges**

**4. Skeleton argument on interpretation of Land Certificate GLA 102**