



**DECISION AND STATEMENT OF REASONS OF FIONA WATSON, LEGAL
MEMBER OF THE FIRST-TIER TRIBUNAL WITH DELEGATED POWERS OF
THE CHAMBER PRESIDENT**

**Under Rule 8 of the First-tier Tribunal for Scotland Housing and Property
Chamber Rules of Procedure 2017 ("the Rules")**

in connection with

34 Dornoch Road, Motherwell, ML1 4QB ("the Property")

Case Reference: FTS/HPC/CV/25/2437

Mr Charles Glancey, 5 Duchess Court, Motherwell, ML1 4ZP ("the Applicant")

- [REDACTED]
1. The Applicant seeks a payment order in terms of Rule 111 of the Rules. The Applicant lodged the following documents with the application:
 - (i) Rent statement

 2. On 10 July 2025, a request was issued to the Applicant that they provide the following information:
 - (i) *"Please provide an amended Form F that specifies at section 5(c) the sum that you are claiming in terms of a payment order. Please also provide the full address at section 4.*
 - (ii) *Please provide a copy of the tenancy agreement.*
 - (iii) *Please provide a rent statement that dates back to when the arrears began to accrue.*
 - (iv) *Please provide a written mandate from the applicant authorising you to represent them in the Tribunal application.*

(v) *Please provide proof of landlord registration. We have been unable to obtain this from the online landlord register.”*

3. This request was responded to on 23 July 2025 by the applicant's representative with a copy tenancy agreement, mandate from the landlord to the representative authorising them to act, rent statement, and a further application form with sections 5 and 6 again left blank with no specification as to the order being sought.

4. A further request was again issued on 14 August 2025 seeking the following information:

(i) *“Some pages of the tenancy agreement are missing. Please provide a full copy.*

(ii) *The form F you provided by email of 23 July does not have anything completed in section 5 (b) and (c). Please complete that to show the sum the applicant is claiming and the reason for the application. Please also clarify the Respondent's first name is Jordan.”*

5. This request was responded to on 27 August 2025 by the applicant's representative with a further copy of the tenancy agreement with pages missing, and an amended application form with text contained in part 5, but again with no specification as to the level of order being sought.

6. A further request was again issued on 11 September 2025 seeking the following information:

“A legal member of the Tribunal has further reviewed the application, together with your response dated 27 August 2025 to the Tribunal's request dated 14 August 2025, a copy of which is attached for your further attention. You appear to have simply re-submitted the original documents as the information required at part 5 of the application form is still missing and you have only submitted every second page of the tenancy agreement. Please attend to these matters within the next 7 days to allow the application to be further considered.”

7. This request was not responded to. A further request seeking the same information was submitted on 29 October 2025 to the applicant's representative, and again this was not responded to.

DECISION

8. The Legal Member considered the application in terms of Rule 8 of the Chamber Procedural Rules. That Rule provides:-

Rejection of application

8.—(1) The Chamber President or another member of the First-tier Tribunal under the delegated powers of the Chamber President, must reject an application if—

(a) they consider that the application is frivolous or vexatious;

(b) the dispute to which the application relates has been resolved;

(c) they have good reason to believe that it would not be appropriate to accept the application;

(d) they consider that the application is being made for a purpose other than a purpose specified in the application; or

(e) the applicant has previously made an identical or substantially similar application and in the opinion of the Chamber President or another member of the First-tier Tribunal, under the delegated powers of the Chamber President, there has been no significant change in any material considerations since the identical or substantially similar application was determined.

(2) Where the Chamber President, or another member of the First-tier Tribunal, under the delegated powers of the Chamber President, makes a decision under paragraph (1) to reject an application the First-tier Tribunal must notify the applicant and the notification must state the reason for the decision.

- 9. After consideration of the application and the documents submitted by the Applicant in support of same, the Legal Member considers that the application should be rejected on the basis that there is good reason to**

believe that it would not be appropriate to accept the application within the meaning of Rule 8(1)(c) of the Rules.

Reasons for Decision

10. Letters were sent to the Applicant on 10 July, 14 August, 11 September and 29 October 2025 seeking (i) a full copy of the tenancy agreement and (ii) an amended application form with specification as to the level of order being sought. No information was stated therein as to the level of order being sought, nor a specific figure of arrears being claimed.
11. The letter of 29 October 2025 set out that should this not be provided, the tribunal would likely reject the application. No response was received to said letter.
12. The Applicant has failed to cooperate with requests of the Tribunal. No specification has been given as to the level of arrears being sought, and the application in its current form cannot give fair notice to the respondent as to the order being sought against them. The Legal Member therefore determines that it would not be appropriate to accept the application. The application is rejected on that basis.

What you should do now

If you accept the Legal Member's decision, there is no need to reply.

If you disagree with this decision –

An applicant aggrieved by the decision of the Chamber President, or any Legal Member acting under delegated powers, may appeal to the Upper Tribunal for Scotland on a point of law only. Before an appeal can be made to the Upper Tribunal, the party must first seek permission to appeal from the First-tier Tribunal. That party must seek permission to appeal within 30 days of the date the decision was sent to them. Information about the appeal procedure can be forwarded to you on request.



Fiona Watson
Legal Member
28 November 2025