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# PRACTICE DIRECTION No. 2

**Documentation to be issued by a tribunal**

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. 2 dated November 2016 is revoked.

1. This direction applies where a decision is being issued in terms of section 19(1)(a) of the Property Factors (Scotland) Act 2011 (“the Act”) and, at the same time, notice is being given and representations invited under section 19(2) of the Act.
2. In these circumstances, the section 19(1)(a) written decision issued in terms of rule 26 of The First-tier Tribunal for Scotland Housing and Property Chamber Rules of Procedure 2017 (SSI 2017/339) (“the Chamber Rules”) must be contained in a document which is separate from that which gives notice under section 19(2)(a) and invites representations under section 19(2)(b).

Lady Smith

President of Tribunals

26 February 2018