

Housing and Property Chamber First-tier Tribunal for Scotland



Glasgow Tribunals Centre
20 York Street
GLASGOW
G2 8GT

www.housingandpropertychamber.scot
0141 302 5900

Request for Service by Advertisement

Application form to request the Tribunal to consider service of documentation by advertisement in terms of Rules 5(4) of the First-tier Tribunal for Scotland Housing and Property Chamber Rules of Procedure 2017 (amended) (“the Tribunal Rules”)

This form is a required attachment to any standard application to the Tribunal, where the address of a party is not known to the person making the application.

In this form, the person making the application can request that service by advertisement is carried out for any communications required by the Tribunal Rules, and also for any pre-application notice that is required to be served by the person on the other party. Please read the accompanying Guidance Note for more information on how to complete the form.

1. TYPE OF APPLICATION

Please select one option only. I wish to apply for service by advertisement:

- a) (i) where the address of a party is required for making an application Start from Section 2 and is not known and (ii) service of notices which must accompany the application under the rules has not been possible
- b) where the address of a party is required for making an application Start from Section 3 and is not known

2. NOTICES WHERE THERE HAS BEEN ATTEMPTED SERVICE

a) Please list below details of the notices which you have attempted to serve but where service has failed. These notices must be required notices under the Tribunal Rules which must accompany an application to the Tribunal:

You should enclose copies of all notices listed here with your completed application.

b) Please describe the attempts you have made to serve these notices below. Evidence of attempted service should be attached to the application. If the application is in respect of a notice required for an application for an order for possession evidence of service by sheriff officers will usually be required:

3. STEPS TAKEN TO ASCERTAIN THE ADDRESS

Please describe in the space below what steps have been taken to ascertain the address of the party. Evidence of the steps taken should be attached to the application:

4. ADDRESS DETAILS

Please complete this section with your details, the details of the party for whom service by advertisement is being requested, and the property that is the subject of the application:

Your Name

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Your Address

Other Party Name

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Other Party Address (last known)

Address of Property the application relates to:

5. Signature

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Date

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