



When you visit the Tribunal Service

The Tribunal Service is located in the Parade, near the Town Hall. The Building is called International House.

Our opening hours are 9.30am to 4pm (09.30-16.00)



The office is located on the first floor, which is accessible either via the steps or via a lift.



The stairs and lift open to a landing with double doors.

There is a bell on the left hand side if you require assistance. On the right hand side is our post box and a toilet. We have more toilets, including an accessible toilet at the other end of the offices.



If you need this in another format, for example large text, please let us know, either by email or telephone or in person.

We will do our best to assist.

Inside our offices

The Reception



When you come into the office someone will be here to help you at reception. There is a bell on the desk if you cannot see anyone.

Reception will be where you can drop off any forms and pick up paperwork or files.

If you need assistance please come to reception, where someone can help you.

There is a seating area in reception.



If you need to sit somewhere quiet please ask.

If you have to come in for a meeting, for a hearing or as a witness we have 3 meeting rooms to wait in. You will usually have a meeting in either of the hearing rooms or the board room.



Left:

Our Boardroom.

Below and Right:

An example of one of our small meeting rooms (if you are a witness you may be asked to wait in here)



Main corridor to meeting rooms and hearing rooms



Accessibility:

We have audio loops in reception and in the hearing rooms.

Lift access is available and all areas of the tribunal are on the same level or accessible via a small ramp.

If you need assistance on the day or require additional support, please let us know as soon as you have a hearing date.

If you come into the Tribunal Office for a Hearing, we have two hearing rooms. Room 1 is a larger room, and Room 2 is smaller. Both have similar set ups. The Judge will be at the front of the room and the people involved with the hearing at the desks in front.

Hearing Room 1



Hearing Room 2

