SCOTTISH STATUTORY INSTRUMENTS

2007 No. 173

The Private Rented Housing Panel (Applications and Determinations) (Scotland) Regulations 2007

PART 2

Applications to the Panel

Application

3.—(1) An application to the Panel must be made by written notice and, where available, may be made on a form obtained from the Panel offices.

(2) The application must state–

(a) the name and address of the tenant;

(b) that the application is made under section 22(1) of the Act;

(c) the name, address, and profession of the representative of the tenant, if any;

(d) the name of the landlord;

(e) the address of the landlord, or the name and address and profession, if known, of the landlord's representative;

(f) the nature of the work requiring to be done;

(g) that the landlord has been notified of the work;

(h) the tenant's reasons, as required by section 22(2) of the Act, for considering that the landlord has failed to comply with the landlord's duty;

(i) whether the tenant does, or does not, wish to attempt to resolve the dispute by mediation.

(3) The application must be signed and dated by the tenant or by the tenant's named representative.

Required attachments to application

4.—(1) The tenant should attach to the application a copy of the lease, tenancy agreement or rent book, if available, or as much information about the tenancy as he or she can give.

(2) The tenant must attach to the application details of the manner in which the landlord has been notified that the work specified in the application requires to be carried out.

Representation

5.—(1) A party may act in person or be represented.

(2) Where a representative begins to act for a party, the representative must immediately notify the Committee and the other party of that fact.

(3) A representative acting for a party may on behalf of that party do anything that these Regulations require or permit that party to do.

(4) Where a representative ceases to act for a party, the representative and the party must immediately notify the Committee and the other party of that fact, and of the name and address of any new representative (if known).

(5) Notification under paragraphs (2) and (4) may be given orally at a hearing to the Committee and to any other party present, but must otherwise be given in writing.

(6) If the Committee is satisfied that there is a good reason, it may refuse to permit a particular person to assist or represent a party at a hearing.