

1966 No. 1232

## INDUSTRIAL TRIBUNALS

**The Industrial Tribunals (Selective Employment Payments)  
(Scotland) Regulations 1966**

<i>Made</i> - - - -	<i>23rd September 1966</i>
<i>Laid before Parliament</i>	<i>5th October 1966</i>
<i>Coming into Operation</i>	<i>6th October 1966</i>

The Minister of Labour in exercise of the powers conferred on him by section 46 of the Redundancy Payments Act 1965(a) and after consultation with the Council on Tribunals hereby makes the following Regulations:—

*Citation and commencement*

1. These Regulations may be cited as the Industrial Tribunals (Selective Employment Payments) (Scotland) Regulations 1966 and shall come into operation on 6th October 1966.

*Interpretation*

2.—(1) The Interpretation Act 1889(b) shall apply to the interpretation of these Regulations as it applies to the interpretation of an Act of Parliament.

(2) In these Regulations, unless the context otherwise requires, the following expressions have the meanings hereby assigned to them respectively, that is to say—

“applicant” means a person who in pursuance of Rule 1 has sent an application to the Secretary of the Tribunals for a decision of a tribunal;

“the appropriate Minister” in relation to any proceedings means the Minister of the Crown against whom a decision of a tribunal is being sought;

“the clerk to the tribunal” means the person appointed by the Secretary of the Tribunals to act in that capacity at one or more hearings;

“hearing” means a sitting of a tribunal duly constituted for the purpose of receiving evidence, hearing addresses and witnesses or doing anything lawfully requisite to enable the tribunal to reach a decision on any reference;

“the Office of the Tribunals” means the Central Office of the Industrial Tribunals (Scotland);

“the panel of chairmen” means the panel of persons, being advocates or solicitors of not less than seven years’ standing, appointed by the Lord President of the Court of Session in pursuance of Regulation 5(2) of the Industrial Tribunals (Scotland) Regulations 1965 (c);

“the President” means the President of the Industrial Tribunals (Scotland) or the person nominated by the Lord President of the Court of Session to discharge for the time being the functions of the President;

(a) 1965 c. 62.

(b) 1889 c. 63.

(c) S.I. 1965/1157 (1965 II, p. 3266).

“the Register of Applications” means the Register of Applications and Decisions kept in pursuance of these Regulations;

“Rule” means a Rule of Procedure contained in the Schedule to these Regulations;

“the Secretary of the Tribunals” and “an Assistant Secretary of the Tribunals” mean respectively the person for the time being acting as the Secretary, or as an Assistant Secretary, of the Central Office of the Industrial Tribunals (Scotland);

“tribunal” means an industrial tribunal (Scotland) established in pursuance of the Industrial Tribunals (Scotland) Regulations 1965 and in relation to any proceedings means the tribunal to which the proceedings have been referred by the President or by a member of the panel of chairmen for the time being nominated by the President for that purpose.

(3) A form referred to by number means the form so numbered in the Appendix to the Schedule to these Regulations.

#### *Procedure of tribunals*

3.—(1) The Rules of Procedure contained in the Schedule to these Regulations shall have effect in relation to proceedings to which this Regulation applies.

(2) This Regulation applies to proceedings by an employer under section 7 of the Selective Employment Payments Act 1966(a) for the determination of any question as to—

- (a) whether any business or part of a business of that employer is an establishment satisfying the requirements of section 1(2)(a) and (b) or section 2(2)(a) and (b) of that Act;
- (b) whether an establishment of that employer should be restored to a register maintained under subsection (1) of the said section 7;
- (c) the date as from which an establishment of that employer shall be deemed to have been registered under subsection (1) of the said section 7; or
- (d) the amount, if any, which falls to be paid to that employer under section 1, 2 or 5 of that Act,

being proceedings relating to an establishment situated, or to persons employed, in Scotland.

#### *Proof of decisions of tribunals*

4. The production in any proceedings in any court of a document purporting to be certified by the Secretary of the Tribunals to be a true copy of an entry of a decision in the Register of Applications shall, unless the contrary is proved, be sufficient evidence of the document and of the facts stated therein.

23rd September 1966.

*R. J. Gunter,*  
Minister of Labour.

## SCHEDULE

### RULES OF PROCEDURE

#### *Application for determination of question*

1. Proceedings for the determination by a tribunal of any question shall be instituted by the applicant sending to the Secretary of the Tribunals an application which shall be substantially in accordance with such one of Forms 1 to 5, as is appropriate to the case and shall set out the grounds of the application.

#### *Registering of application*

2. Upon receiving the application referred to in Rule 1 the Secretary of the Tribunals shall enter particulars of it in the Register of Applications and shall forthwith send a copy of it to the appropriate Minister and shall inform the applicant and the appropriate Minister in writing of the case number of the application entered in the Register of Applications (which shall thereafter constitute the title of the proceedings) and of the address to which notices and other communications to the Secretary of the Tribunals shall be sent.

#### *Power to require further particulars and attendance of witnesses and to order recovery of documents*

3.—(1) The tribunal may on the application of the appropriate Minister made either by notice to the Secretary of the Tribunals or at the hearing of the application referred to in Rule 1—

(a) require the applicant to furnish in writing to the appropriate Minister and either to the Secretary of the Tribunals or the clerk to the tribunal (as the tribunal shall specify) further particulars of the grounds on which he relies and of any facts and contentions relevant thereto; and

(b) grant to the appropriate Minister such a commission and diligence for the recovery of documents as might be granted by the sheriff.

(2) The tribunal may, on the application of the applicant or of the appropriate Minister made either by notice to the Secretary of the Tribunals or at the hearing of the application referred to in Rule 1, require the attendance of any person (including the applicant) as a witness or require the production of any document relating to the question to be determined.

(3) On granting an application under this Rule the tribunal may appoint the time at or within which or the place at which any act required in pursuance of this Rule is to be done.

(4) Every document containing a requirement under sub-paragraph (1)(b) or paragraph (2) of this Rule shall contain a reference to the fact that under section 46(4) of the Redundancy Payments Act 1965 any person who without reasonable excuse fails to comply with any such requirement is liable on summary conviction to a fine not exceeding £50 or imprisonment for a term not exceeding three months or both.

(5) An applicant on whom a requirement has been made under paragraph (1)(b) of this Rule on the *ex parte* application of the Minister, and a person on whom a requirement has been made under paragraph (2) of this Rule, may apply to the tribunal to vary or set aside the requirement. No such application to vary or set aside shall be entertained (in a case where a time has been appointed under paragraph (3) of this Rule in relation to the requirement) unless it is made before the time or, as the case may be, expiration of the time so appointed. Notice of the application in accordance with Rule 10(2) shall be given in the case of a requirement under paragraph (1)(b) to the Minister and in the case of a requirement under paragraph (2) to the party on whose application the requirement was made.

#### *Time and place of hearing*

4. The President (or a member of the panel of chairmen for the time being nominated by the President for this purpose) shall fix the date, time and place of the hearing of

the application referred to in Rule 1. The Secretary of the Tribunals shall not less than 14 days before the date so fixed send to the applicant and the appropriate Minister a notice substantially in accordance with Form 6.

#### *The hearing*

5.—(1) Any hearing of or in connection with the application referred to in Rule 1 shall take place in private, unless the applicant requests that the hearing shall be in public, but a member of the Council on Tribunals or of its Scottish Committee shall be entitled to attend the hearing in his capacity as such member.

(2) If the applicant or the appropriate Minister shall desire to submit representations in writing for consideration by the tribunal at the hearing of the application referred to in Rule 1 that party shall send such representations to the Secretary of the Tribunals not less than 7 days before the hearing and shall at the same time send a copy thereof to the other party.

#### *Representation*

6.—(1) The applicant may appear at any hearing of or in connection with his application referred to in Rule 1 and may be heard in person or be represented by counsel or solicitor or with the leave of the tribunal by any other person.

(2) The appropriate Minister may appear at any hearing of or in connection with the application referred to in Rule 1 and may be represented by any of his officers or by counsel or solicitor.

#### *Procedure at hearing*

7.—(1) At the hearing of the application referred to in Rule 1 the applicant and the appropriate Minister shall be entitled to make opening statements, to call witnesses, to cross-examine any witnesses called by the other party and to address the tribunal.

(2) The applicant may if he so desires give evidence on his own behalf.

(3) If the applicant or the appropriate Minister shall fail to appear or to be represented at the time and place fixed for the hearing, the tribunal may dispose of the application referred to in Rule 1 in the absence of such party or parties or may adjourn the hearing to a later date: Provided that before disposing of an application in the absence of either or both parties the tribunal shall consider any representations submitted by such party or parties in pursuance of Rule 5(2).

(4) The tribunal may require any witnesses to give evidence on oath or affirmation, and for that purpose the chairman may administer an oath or affirmation in due form.

#### *Decision of tribunal*

8.—(1) A decision of the tribunal may be taken by a majority thereof and, if in accordance with Regulation 5(1) of the Industrial Tribunals (Scotland) Regulations 1965 the tribunal shall be constituted of two members only, the chairman shall have a second or casting vote.

(2) The decision of the tribunal shall be recorded in a document signed by the chairman which shall contain the reasons for the decision.

(3) The clerk to the tribunal shall transmit the document signed by the chairman to the Secretary of the Tribunals who shall as soon as may be enter it in the Register of Applications, and shall send a copy of the entry to the applicant and the appropriate Minister: Provided that the specification of the reasons for the decision shall be omitted from the Register of Applications in any case in which the tribunal on the application of the applicant so directs on the ground that disclosure would be contrary to the interests of the applicant, and in that event a specification of the reasons shall be sent to the applicant and the appropriate Minister together with the copy of the entry.

(4) The Register of Applications shall be kept at the Office of the Tribunals and shall be open to the inspection of any person without charge at all reasonable hours.

(5) The chairman of the tribunal shall have power by certificate under his hand to

correct in documents recording the tribunal's decisions clerical mistakes or errors arising therein from any accidental slip or omission.

(6) The clerk to the tribunal shall send a copy of any document so corrected and the certificate of the chairman to the Secretary of the Tribunals who shall thereupon make such correction as may be necessary in the Register of Applications and shall send a copy of the corrected entry or of the corrected specification of the reasons, as the case may be, to the applicant and the appropriate Minister.

#### *Expenses*

9.—(1) The decision of the tribunal may include—

(a) an order that the appropriate Minister shall pay to the applicant or that the applicant shall pay to the appropriate Minister either a specified sum in respect of the expenses incurred by the applicant or the appropriate Minister, as the case may be, or, in default of agreement, the taxed amount of those expenses;

(b) an order that the applicant shall pay to the Minister of Labour a specified sum in respect of the whole, or any part of, any allowances (other than allowances paid to members of tribunals) paid by the Minister of Labour under section 12(3) of the Industrial Training Act 1964(a) (as amended by section 46(5) of the Redundancy Payments Act 1965) to any person for the purposes of, or in connection with, his attendance at the tribunal.

(2) Any expenses required by an order under paragraph (1) of this Rule to be taxed may be taxed in the sheriff court according to such of the scales prescribed by sheriff court rules for civil proceedings in the sheriff court as shall be directed by the order.

#### *Miscellaneous powers of tribunal*

10.—(1) The tribunal may, if it thinks fit,—

(a) extend the time appointed by these Rules for doing any act notwithstanding (subject to the second sentence in Rule 3(5)) that the time appointed may have expired;

(b) postpone the day or time fixed for, or adjourn, the hearing of the application referred to in Rule 1 or any other application;

(c) if the applicant shall at any time give to the Secretary of the Tribunals and the appropriate Minister notice of the abandonment of his application referred to in Rule 1, dismiss the proceedings;

(d) if the applicant and the appropriate Minister agree in writing upon the terms of a decision to be made by the tribunal, decide accordingly.

(2) Subject to the provisions of these Rules the tribunal may regulate its own procedure and may, if it thinks fit, before granting an application under Rule 3 or 11 require the party making the application to give notice of it to the other party. The notice shall give particulars of the application and indicate the address to which and the time within which any objection to the application shall be made being an address and time specified for the purposes of the application by the tribunal.

(3) Any act (other than the hearing of the application referred to in Rule 1) required or authorised by these Rules to be done by the tribunal may be done by, or on the direction of, the President, the chairman of the tribunal or a member of the panel of chairmen for the time being nominated by the President for this purpose.

(4) Rule 9 shall apply to an order dismissing proceedings under paragraph (1)(c) of this Rule.

(5) Any functions of the Secretary of the Tribunals other than those mentioned in Rule 2 or 8 may be performed by an Assistant Secretary of the Tribunals.

#### *Applications*

11.—(1) An application to the tribunal for an extension of the time appointed by these Rules for doing any act may be made by the applicant or the appropriate Minister

either before or (subject to the second sentence in Rule 3(5) ) after the expiration of any time so appointed.

(2) The applicant or the appropriate Minister may at any time apply to the tribunal for directions on any matter arising in connection with the proceedings.

(3) An application under the foregoing provisions of this Rule shall be made by sending to the Secretary of the Tribunals a notice of application, which shall state the title of the proceedings and shall set out the grounds of the application.

(4) The Secretary of the Tribunals shall give notice to the applicant and the appropriate Minister of any extension of time granted or any directions given in pursuance of this Rule.

#### *Notices, etc.*

12.—(1) Any notice given under these Rules shall be in writing and all notices and documents required or authorised by these Rules to be sent or given to any person hereinafter mentioned may be sent by post by means of the recorded delivery service or delivered to or at—

(a) in the case of a document directed to the Secretary of the Tribunals, the Central Office of the Tribunals or such other office as may be notified by the Secretary of the Tribunals to the applicant and to the appropriate Minister under Rule 2;

(b) in the case of a document directed to the appropriate Minister, the address for service specified in paragraph (3) of this Rule; and

(c) in the case of a document directed to the applicant, his address for service specified in the application referred to in Rule 1 or in a notice under paragraph (2) of this Rule or (if no address for service is so specified) his last known address or place of business in the United Kingdom or, if the applicant is a corporation, the corporation's registered or principal office;

and if sent or given to the authorised representative of the applicant or the appropriate Minister, shall be deemed to have been sent or given to the applicant or the appropriate Minister, as the case may be.

(2) The applicant or the appropriate Minister may at any time by notice to the Secretary of the Tribunals and to the other party change his address for service under these Rules.

(3) Unless in relation to any proceedings another address has for the time being been specified in pursuance of paragraph (2) of this Rule, the address for service of the appropriate Minister shall be—

(a) in the case of the Minister of Labour, the offices of the Ministry of Labour, Stuart House, 30, Sempie Street, Edinburgh, 3;

(b) in the case of the Secretary of State for Scotland, the offices of the Department of Agriculture and Fisheries for Scotland, St. Andrew's House, Edinburgh, 1.

### APPENDIX

#### FORM 1

**Industrial Tribunals (Selective Employment Payments) (Scotland) Regulations 1966**  
Application for the determination of a question whether a business or part of a business satisfies the requirements of section 1(2)(a) and (b) of the Selective Employment Payments Act 1966 for registration by the Minister of Labour as an establishment in respect of which a premium is payable

To: The Secretary of the Central Office of the Industrial Tribunals (Scotland),

.....  
.....  
I/We\* hereby apply for a decision of a tribunal against the Minister of Labour that the undermentioned business or part of a business of mine/ours\* is on the following facts an establishment satisfying the requirements of section 1(2)(a) and (b) of the Selective Employment Payments Act 1966—

1. Name of applicant(s)\*  
(If an individual his surname)

.....

Applicant's first names  
(If an individual)

.....

Address of applicant(s)\*

.....

Telephone number (if any)

.....

2. Address of the premises or parts of premises occupied by the applicant(s)\* for the purposes of the business or part of a business which he/they\* claim(s)\* to be treated as constituting the site of an establishment satisfying the requirements of section 1(2)(a) and (b) of the Selective Employment Payments Act 1966

.....

.....

.....

3. Is access between all parts of the area comprised in those premises or parts of premises available without leaving premises occupied by the applicant(s)\*?

.....

4. Is that establishment engaged by way of business wholly or partly in—

(i) activities falling under any of the minimum list headings shown in Orders III to XVI of the consolidated edition published in 1963 of the Standard Industrial Classification? (If so, give particulars)

.....

(ii) activities by way of the manufacture from exposed film of cinematograph films for public exhibition? (If so, give particulars)

.....

.....

(iii) scientific research relating to such activities as aforesaid in which that establishment or an associated establishment<sup>¶</sup> is engaged? (If so, give particulars)

.....

.....

(iv) training related as aforesaid? (If so, give particulars)

.....

5. How many persons are normally employed for more than 8 hours a week by the applicant(s)\* in any employment in, or carried out from, the establishment?

.....

6. How many of those persons are so employed—

(a) wholly or mainly in connection with such activities, research or training as are referred to in paragraph 4 above?

.....

and

(b) only in non-qualifying activities?<sup>§</sup>

.....

7. On what date was the (\*application for registration of the establishment refused by the Minister)

.....

(\*establishment removed by the Minister from the register) and what reason was given? .....

8. Please state the Ministry of Labour's reference number to this case (if known) .....

9. The grounds of my/our\* application are as follows:—

.....  
.....  
(continue on separate sheet if necessary)

‡ All communications with regard to this application should be addressed to me/us\* at† .....

.....  
.....  
to my/our\* Solicitor(s)/Agent(s)\*, Mr./Messrs.\* .....

.....at† .....

Dated .....19.....

Signed .....  
Applicant(s)\*

\* Delete if inapplicable.

† Insert address as applicable.

‡ When the application is heard by the tribunal the applicant may appear and be heard in person or be represented by counsel or solicitor or with the leave of the tribunal by any other person.

§ "Non-qualifying activities" means—

- (a) activities carried on for office purposes within the meaning of section 1(2) of the Offices, Shops and Railway Premises Act 1963, other than drawing and other than such activities falling under minimum list heading 486 (which relates to printing and publishing) or under sub-head 1 of minimum list heading 702 (which relates to the operation of omnibus and tramway services) in the Standard Industrial Classification; or
- (b) activities by way of the carriage of goods by road in connection with a business—
  - (i) by the person carrying on that business; or
  - (ii) where that person is a company, by an associated company¶; or
- (c) activities by way of the sale of goods.

Section 1(2) of the Offices, Shops and Railway Premises Act 1963 defines "office purposes" as including the purposes of administration, clerical work, handling money and telephone and telegraph operating and "clerical work" as including writing, book-keeping, sorting papers, filing, typing, duplicating, machine calculating, drawing and the editorial preparation of matter for publication.

¶ For the purposes of the Selective Employment Payments Act 1966—

- (a) establishments are treated as associated if, and only if, they are establishments of the same employer or of associated companies; and
- (b) two companies are treated as associated if, and only if, one of them is a subsidiary of the other or both are subsidiaries of a third company.



## FORM 2

**Industrial Tribunals (Selective Employment Payments) (Scotland) Regulations 1966**  
**Application for the determination of a question whether a business or part of a business**  
**satisfies the requirements of section 2(2)(a) and (b) of the Selective Employment Payments**  
**Act 1966 for registration by the Minister of Labour as an establishment in respect of**  
**which a refund is payable**

To: The Secretary of the Central Office of the Industrial Tribunals (Scotland),

.....

.....

I/We\* hereby apply for a decision of a tribunal against the Minister of Labour that the undermentioned business or part of a business of mine/ours\* is on the following facts an establishment satisfying the requirements of section 2(2)(a) and (b) of the Selective Employment Payments Act 1966—

1. Name of applicant(s)\*  
 (If an individual his surname) .....

Applicant's first names  
 (If an individual) .....

Address of applicant(s)\* .....

Telephone number (if any) .....

2. Address of the premises or parts of premises occupied by the applicant(s)\* for the purposes of the business or part of a business which he/they\* claim(s)\* to be treated as constituting the site of an establishment satisfying the requirements of section 2(2)(a) and (b) of the Selective Employment Payments Act 1966 .....

.....

.....

3. Is access between all parts of the area comprised in those premises or parts of premises available without leaving premises occupied by the applicant(s)\*? .....

4. Is that establishment engaged by way of business wholly or partly in—

(a) activities falling under any of the following minimum list headings in the consolidated edition published in 1963 of the Standard Industrial Classification, namely, heading 003 (which relates to fishing), any heading in Order II (which relates to mining and quarrying), heading 602 or 603 (which relate to electricity and water supply), and any heading in Order XIX (which relates to transport and communication) other than heading 709? (If so, give particulars) .....

.....

(b) activities by way of the extraction of coal from open-cast workings? (If so, give particulars) .....

.....

(c) activities by way of the operation of road transport for the purposes of another establishment which is both an associated establishment¶ and an establishment such as is mentioned either in section 1(2) of the Selective Employment Payments Act 1966 or in section 2(2) of that Act? (If so, give particulars)

.....  
.....

(d) activities, research or training such as are mentioned in section 1(2)(a) of that Act, or a combination of such activities, research or training and any activities such as are mentioned in subparagraph (a) or (b) of this paragraph? (If so, give particulars)

.....  
.....

5. How many persons are normally employed for more than 8 hours a week by the applicant(s)\* in any employment in, or carried out from, the establishment?

.....

6. How many of those persons are so employed—

(a) wholly or mainly in connection with (i) such activities as are referred to in paragraph 4(a) above?

.....

(ii) such activities as are referred to in paragraph 4(b) above?

.....

(iii) such activities as are referred to in paragraph 4(c) above?

.....

(iv) such activities as are referred to in paragraph 4(d) above?

.....

(b) wholly or mainly in non-qualifying activities?§

.....

7. On what date was the (\*application for registration of the establishment refused by the Minister)

.....

(\*establishment removed by the Minister from the register) and what reason was given?.

.....

8. Please state the Ministry of Labour's reference number to this case (if known)

.....

9. The grounds of my/our\* application are as follows:—

.....  
.....

(continue on separate sheet if necessary)

‡ All communications with regard to this application should be addressed to me/us\* at†

.....

to my/our\* Solicitor(s)/Agent(s)\*, Mr./Messrs.\*

.....at†

.....

Dated ..... 19.....

Signed ..... Applicant(s)\*

\* Delete if inapplicable.

† Insert address as applicable.

‡ When the application is heard by the tribunal the applicant may appear and be heard in person or be represented by counsel or solicitor or with the leave of the tribunal by any other person.

§ In relation to activities falling under minimum list heading 703 (which relates to road haulage contracting) of the Standard Industrial Classification, "non-qualifying activities" means—

- (a) activities carried on for office purposes within the meaning of section 1(2) of the Offices, Shops and Railway Premises Act 1963, other than drawing and other than such activities falling under minimum list heading 486 (which relates to printing and publishing) or under sub-head 1 of minimum list heading 702 (which relates to the operation of omnibus and tramway services) in the Standard Industrial Classification; or
- (b) activities by way of the carriage of goods by road in connection with a business—
  - (i) by the person carrying on that business; or
  - (ii) where that person is a company, by an associated company¶; or
- (c) activities by way of the sale of goods.

In relation to all activities such as are mentioned in paragraph 4 above (other than those falling under the said minimum list heading 703) the above definition of "non-qualifying activities" has effect as if paragraph (b) of that definition were omitted.

Section 1(2) of the Offices, Shops and Railway Premises Act 1963 defines "office purposes" as including the purposes of administration, clerical work, handling money and telephone and telegraph operating and "clerical work" as including writing, book-keeping, sorting papers, filing, typing, duplicating, machine calculating, drawing and the editorial preparation of matter for publication.

¶ For the purposes of the Selective Employment Payments Act 1966—

- (a) establishments are treated as associated if, and only if, they are establishments of the same employer or of associated companies; and
- (b) two companies are treated as associated if, and only if, one of them is a subsidiary of the other or both are subsidiaries of a third company.

### FORM 3

**Industrial Tribunals (Selective Employment Payments) (Scotland) Regulations 1966**  
Application for the determination of a question whether a business or part of a business satisfies the requirements of Section 2(2)(a) and (b) of the Selective Employment Payments Act 1966 for registration by the Secretary of State for Scotland as an establishment in respect of which a refund is payable

To: The Secretary of the Central Office of the Industrial Tribunals (Scotland),

I/We\* hereby apply for a decision of a tribunal against the Secretary of State for Scotland that the undermentioned agricultural/forestry\* business or part of an agricultural/a forestry\* business of mine/ours\* is on the following facts an establishment satisfying the requirements of section 2(2)(a) and (b) of the Selective Employment Payments Act 1966—

1. Name of applicant(s)\*  
(If an individual his surname)

Applicant's first names  
(If an individual)

Address of applicant(s)\*

Telephone number (if any)

.....

.....

.....

.....

2. Address of the premises or parts of premises occupied by the applicant(s)\* for the purposes of the business or part of a business which he/they\* claim(s)\* to be registered as an establishment eligible for refunds of selective employment tax.

.....  
.....  
.....

3. Is that establishment engaged by way of business wholly or partly in activities falling under minimum list heading 001 or 002 in the consolidated edition published in 1963 of the Standard Industrial Classification (which headings are treated for the purposes of the said Act of 1966 as including all activities falling within the definitions in section 10(1) of that Act of agriculture§ or, as the case may be, of forestry§)?  
(If so, give particulars)

.....  
.....  
.....

4. How many persons are normally employed for more than 8 hours a week by the applicant(s)\* in any employment in, or carried out from, the establishment?

.....

5. How many of those persons are so employed—

- (a) wholly or mainly in connection with such activities as are referred to in paragraph 3 above?
- (b) wholly or mainly in non-qualifying activities?¶

.....  
.....

6. On what date was the (\*application for registration of the establishment refused by the Secretary of State) (\*establishment removed by the Secretary of State from the register) and what reason was given?

.....  
.....

7. Please state the Secretary of State's reference number to this case (if known)

.....

8. The grounds of my/our\* application are as follows:—

.....

(continue on separate sheet if necessary)

‡All communications with regard to this application should be addressed to me/us\* at† .....

to my/our\* Solicitor(s)/Agent(s)\*, Mr./Messrs.\* ..... at† .....

Dated ..... 19.....

Signed .....

Applicant(s)\*

\* Delete if inapplicable.

† Insert address as applicable.

‡ When the application is heard by the tribunal the applicant may appear and be heard in person or be represented by counsel or solicitor or with the leave of the tribunal by any other person.

§ Section 10(1) of the Act of 1966 defines—

“agriculture” as including any of the following (whether carried out by the owner or occupier of the land concerned or by some other person on a contract basis), namely, horticulture, fruit growing, seed growing, dairy farming and livestock breeding and keeping, the use of land as grazing land, meadow land, osier land, market gardens or nursery grounds, and the use of land for woodlands where that use is ancillary to the farming of land for other agricultural purposes;

“forestry” as including any of the following (whether carried out by the owner or occupier of the land concerned or by some other person on a contract basis), namely—

- (a) the growing of seedlings and transplants for forestry purposes, the planting and replanting of forests and the preparation of ground therefor, the installation and repair of fences and drains required for forestry purposes, the protection of forests against fire, animal and insect pests, diseases, weeds and trespass;
- (b) except when carried out by sawmilling establishments, the thinning, felling and bringing to the roadside of timber and the preparation of forest produce in the forest and at the roadside;
- (c) the construction and maintenance of forest roads, the maintenance and management of forests, and the gathering of uncultivated forest products such as ferns, furze and moss; and

“livestock” as including any creature kept for the production of food, wool, skins or fur, or for the purposes of its use in the farming of land.

¶ In the context of this application, “non-qualifying activities” means— activities carried on for office purposes within the meaning of section 1(2) of the Offices, Shops and Railway Premises Act 1963, other than drawing and other than such activities falling under minimum list heading 486 (which relates to printing and publishing) or under sub-head 1 of minimum list heading 702 (which relates to the operation of omnibus and tramway services) in the Standard Industrial Classification; or activities by way of the sale of goods.

Section 1(2) of the Offices, Shops and Railway Premises Act 1963 defines “office purposes” as including the purposes of administration, clerical work, handling money and telephone and telegraph operating and “clerical work” as including writing, book-keeping, sorting papers, filing, typing, duplicating, machine calculating, drawing and the editorial preparation of matter for publication.

#### FORM 4

### Industrial Tribunals (Selective Employment Payments) (Scotland) Regulations 1966

Application for the determination of a question as to the amount, if any, which falls to be paid to an employer under the Selective Employment Payments Act 1966

To: The Secretary of the Central Office of the Industrial Tribunals (Scotland),

I/We\* ..... of .....

..... telephone number .....

hereby apply for a decision of a tribunal as to the amount (if any) payable to me/us\* by the (Minister of Labour)\* (Secretary of State for Scotland)\* under the Selective Employment Payments Act 1966. The Minister's/Secretary of State's\* reference number to this matter is .....

This application is made in respect of—

\*persons in employment to which \*(section 1) \*(section 2) of the said Act of 1966 applies, namely, employment in, or carried out from, my/our\* establishment at .....

\*persons in our employment as a certified charity §

The grounds of this application are as follows:—

(continue on separate sheet if necessary)

‡All communications with regard to this application should be addressed to me/us\* at†.....

to my/our\* Solicitor(s)/Agent(s),\* Mr./Messrs.\* ..... at†.....

Dated .....19 .....

Signed.....

Applicant(s)\*

\* Delete if inapplicable.

† Insert address as applicable.

‡ When the application is heard by the tribunal the applicant may appear and be heard in person or be represented by counsel or solicitor or with the leave of the tribunal by any other person.

§ An industrial tribunal has no jurisdiction to decide whether a body is a charity.

FORM 5

Industrial Tribunals (Selective Employment Payments) (Scotland) Regulations 1966

Application for the determination of a question as to the date from which an establishment shall be deemed to have been registered under section 7(1) of the Selective Employment Payments Act 1966

To: The Secretary of the Central Office of the Industrial Tribunals (Scotland),

I/We\* ..... of ..... telephone number.....

hereby apply for a decision of a tribunal against the (Minister of Labour)\* (Secretary of State for Scotland)\* as to the date from which my/our\* undermentioned establishment shall be deemed to have been registered under section 7(1) of the Selective Employment Payments Act 1966.

1. Address of establishment.....
2. Minister's/Secretary of State's\* reference number (if known).....
3. Date as from which the establishment has been registered by the Minister/Secretary of State\*.....
4. Date as from which this application seeks to have the establishment registered.....

The grounds of this application are as follows:—

(continue on separate sheet if necessary)

‡All communications with regard to this application should be addressed to me/us\*  
at† .....

to my/our\* Solicitor(s)/Agent(s)\*, Mr./Messrs.\* .....  
..... at† .....

Dated ..... 19 .....

Signed .....

Applicant(s)\*

\* Delete if inapplicable.

† Insert address as applicable.

‡ When the application is heard by the tribunal the applicant may appear and be heard in person or be represented by counsel or solicitor or with the leave of the tribunal by any other person.

### FORM 6

Industrial Tribunals (Selective Employment Payments) (Scotland) Regulations 1966

#### NOTICE OF HEARING

Case No. .... \*Central/\*Regional Office of the Industrial Tribunals (Scotland),  
Tribunal .....

NOTICE IS HEREBY GIVEN that the application of .....  
..... dated .....  
will be heard by an Industrial Tribunal at .....  
on the ..... day of ..... 19 ..... at ..... o'clock  
in the ..... noon, or as soon as may be thereafter.

Unless the applicant receives from me a communication to the contrary, he should in his own interest appear at the hearing with his witnesses (if any) at the above time and place and bring with him all documents on which he intends to rely.

The applicant is entitled to be represented by counsel or solicitor or with the leave of the tribunal by any other person.

If for any reason the applicant does not propose, or is unable, to appear at the hearing either in person or by representative, the applicant should *immediately* inform me in writing at the address mentioned at the head of this notice, stating the case number of the proceedings and the reasons for the inability to attend or to be represented.

The applicant and the appropriate Minister are entitled to submit representations in writing for consideration by the Tribunal at the hearing of the application. Any such representations must be sent to me at the above address not less than 7 days before the hearing, and a copy must be sent at the same time to the other party. If either or both parties fail to attend the hearing, the tribunal may dispose of the application in their absence, but in such case the tribunal will consider any written representations so submitted.

Dated ..... 19 .....

Signed .....

\*Secretary/Assistant Secretary.

To the Applicant.....

and

To .....

\* Delete if inapplicable.

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**EXPLANATORY NOTE**

*(This Note is not part of the Regulations.)*

These Regulations regulate the procedure of the industrial tribunals for Scotland on references for the determination of questions under the Selective Employment Payments Act 1966.