

## SCHEDULE

### The First-tier Tribunal for Scotland Housing and Property Chamber Rules of Procedure 2017

## PART 1

### Rules common to all proceedings before the First-tier Tribunal

#### Service

**6.—(1)** Where any formal communication requires to be served on any person, it is deemed to be served if—

(a) it is sent to the proper address of the person—

(i) by a registered post service (as defined in section 125(1) of the Postal Services Act 2000<sup>(1)</sup>); or

(ii) by a postal service which provides for the delivery to be recorded; or

(b) it is sent to the email address provided by the person.

(2) Where a formal communication is served as mentioned in paragraph (1) it is to be taken to have been received 48 hours after it is sent unless—

(a) the proper address is outwith the United Kingdom; or

(b) the contrary is shown.

(3) Where any formal communication requires to be served upon the parties, it is deemed to have been served on a party if it is served on a person who is acting as the representative of that party.

(4) A member of staff of the Scottish Courts and Tribunals Service may send a formal communication on behalf of the First-tier Tribunal.

(5) Where a party, a representative or an interested party provides an email address, the First-tier Tribunal is to communicate using that address until the party, representative or interested party requests that another method of communication be used.

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(1) 2000 c.26.