



**UPPER TRIBUNAL
ADMINISTRATIVE APPEALS CHAMBER**

**REVISED GUIDANCE FOR USERS IN NORTHERN IRELAND
FROM 14 SEPTEMBER 2020**

General

1. This Guidance comes into effect on 14 September 2020 and applies to the business of the Upper Tribunal (Administrative Appeals Chamber) ('UTAAC') in **Northern Ireland** until further notice. It replaces (i) the Statement from the President of the Upper Tribunal Administrative Appeals Chamber dated 20 March 2020 and (ii) the Guidance for Users in Northern Ireland dated 27 March 2020. There is separate guidance for users in England and Wales and Scotland.
2. The office of the UTAAC in Belfast is located within the Tribunals Hearing Centre (THC) in the Royal Courts of Justice. At present, the UTAAC in Belfast has been able to return to close to normal business subject to the following.
3. It is still not possible to hold face-to-face hearings. All listed hearings will be heard remotely or, if the judge decides that is not reasonably practicable and in accordance with the overriding objective, will be adjourned until it is possible to hold a face to face hearing. Parties will be contacted in reasonable time before each hearing about the most effective and practical form of hearing. Parties are asked to be flexible and to understand that the Chamber may not be able to provide everyone's preferred form of hearing.
4. Remote hearings are hearings which are not face to face but involve full participation by the applicant or appellant and the other party or parties to the proceedings. Use will be made of available technological resources to facilitate full involvement either by audio or video. Joining details will be provided for participants in hearings to use.
5. All new applications and appeals should be sent to the THC by email to the following email address: tribunalsunit@courtsni.gov.uk.
6. If it is not possible to use email, then post may be used and an explanation given as to why email has not been used.
7. All other correspondence and all other documents should be sent by email to: tribunalsunit@courtsni.gov.uk.
8. Post and emails, including new applications and appeals, will be dealt with in date order. Acknowledgement, reply and onward action are dependent on the overall demands on the THC.

9. Telephone calls may be made to the following number: 028 9072 4873.

Appeals against decisions of the Traffic Regulation Unit

10. In cases where a party to an appeal against a decision of the Transport Regulation Unit seeks an urgent stay of the decision (temporary suspension of the decision under challenge), the UTAAC will aim to deal with the application on an urgent basis. Any such application should be clearly and visibly marked as urgent in correspondence.

Time limits and case management directions

11. There has been no change to the time limits for complying with directions or rules of procedure, including for seeking permission to appeal or appealing.

12. The parties should seek to comply with any directions that have been made. Where the impact of the Coronavirus Pandemic leads to delay in complying with directions, a brief explanation should be provided.

Pilot Practice Directions

13. The UTAAC continues to apply the Pilot Practice Directions issued by the Senior President of Tribunals, which can be found here:

[Pilot Practice Direction: Contingency Arrangement in the First-tier Tribunal and the Upper Tribunal](#)

[Pilot Practice Direction: Panel Composition in the First-tier Tribunal and the Upper Tribunal](#)

**DAME JUDITH FARBEY DBE
CHAMBER PRESIDENT**

14 September 2020