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SCHEDULE 4

THE EMPLOYMENT TRIBUNALS (LEVY APPEALS) RULES OF PROCEDURE (SCOTLAND) *for use only in proceedings on levy appeals*

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APPENDIX
FORM 1 INDUSTRIAL TRAINING ACT 1982 NOTICE OF APPEAL AGAINST AN ASSESSMENT

TO

*INDUSTRIAL TRAINING BOARD

.....
.....[]
.....
.....

AND TO

The Secretary of the Tribunals (Scotland)

I/We + of
.....#
hereby give notice that I/we + appeal to an employment tribunal under the Industrial Training Act 1982, section 12, against the assessment to the levy made by the above-mentioned industry training board on 20.....
being the assessment numbered

Grounds of appeal

The grounds of my/our + appeal are as follows:

Address for service

All communications regarding the appeal should be addressed to me/us + at
.....#
to my/our + Solicitor(s)/Agent(s) ~ ,
..... at
.....#

Date 20.....
Signed

- * Insert name of the Board.
- [] Insert the address of the Board.
- + Delete if inappropriate.
- # Insert address applicable.
- ~ If the notice is signed on behalf of the appellant, the signatory must state in what capacity or what authority he signs.

FORM 2 INDUSTRIAL TRAINING ACT 1982 NOTICE OF HEARING

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

NOTICE IS HEREBY GIVEN that the appeal of
..... against the
assessment made to the levy by the

.....
Industry Training Board and numbered
.....
will be heard by an employment tribunal at
on the day of at
..... o'clock in the
noon, or as soon as may be thereafter.

Unless the appellant receives from me a communication to the contrary, he should in his own interest appear at the hearing with his witnesses at the above time and place.

The appellant is entitled to be represented by counsel or solicitor or by another person.

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

The appellant and the Board are entitled to submit representations in writing for consideration of the tribunal at the hearing of the appeal. Any such representations must be received by the Secretary of the Employment Tribunals (Scotland) at the address mentioned at the head of this notice on or before [date] 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 appeal in their absence, but in such case the tribunal will consider any representations so submitted.

Dated 20.....

Signed

*Secretary/*Assistant Secretary

To the Appellant
And
To Industry
Training Board.