

**Business and Property Courts – new facilities Leeds – West Gate, Grace Street Leeds  
FAQs for practitioners**

1	<b>Where are the Business and Property Courts in Leeds located?</b>
	<a href="https://bruntwood.co.uk/our-locations/leeds/west-gate/">https://bruntwood.co.uk/our-locations/leeds/west-gate/</a> The pedestrian entrance is on Grace Street.
2	<b>How is the building accessed?</b>
	On arrival go in the lift or take the stairs to the 4 <sup>th</sup> floor (it is not necessary to report on the ground floor reception desk). The entrance to the Court is signposted and is through the door on the right as you come out of the lift on the 4 <sup>th</sup> floor.
3	<b>How do I contact the Court Service staff located at West Gate or who deal with the business of the BPCs in Leeds? What can I contact them about? What do I still use the Leeds Combined Court Centre for?</b>
	T: 0113 3062461 E: BPC.Leeds@justice.gov.uk The telephone facility is available between 9am and 5pm (there is no answer machine out of those hours). The email inbox is checked regularly on weekdays between 9am and 4pm. The Court Service staff can be contacted about all aspects of BPCs work. Some hearings, in particular before District Judges, continue to take place at the Combined Court Centre. Please check your trial, or hearing, notice for the location of your hearing.
4	<b>What cases/applications will be listed to be heard at West Gate?</b>
	All Business and Property Courts business, including the Companies Court and hearings before High Court Judges, Circuit Judges and some before District Judges. Notices of hearing will confirm whether your matter is listed at West Gate, Grace Street. As noted above, some hearings, in particular before District Judges, continue to take place at the Combined Court Centre. Please check your trial, or hearing notice for the location of your hearing.
5	<b>What facilities are available for disabled court users? Who do I contact if any specific arrangements or adjustments are required?</b>
	Lift access to and from the 4 <sup>th</sup> floor. Disabled toilet is available within the Court area. Technology including for hearing impairments (hearing loops are in the Courtrooms and portable loops are available on request from the security team or a member of the clerking staff). In relation to any other issues or adaptations required please contact the telephone number/email addresses above for more information.

6	<b>What are the security arrangements at West Gate?</b>
	The security is comprehensive and includes full bag searches, a fixed scanner arch and handheld scanners. Where possible practitioners are advised to secure a legal pass which can be obtained from <a href="http://www.gov.uk">Professional users' court and tribunal access scheme - GOV.UK (www.gov.uk)</a> . Please allow plenty of time before your listing time to enter the BPCs area.
7	<b>How do I contact Court Service staff when at West Gate?</b>
	Clerks will be assigned to each Court when the Courtrooms are being used for hearings. Please go to the relevant Courtroom assigned to your case and ensure that you sign in with the Clerk. The Court Staff can help with the passing of information and documentation to the assigned judge. The Clerk may be able to assist with technology issues. Please note that there will not be any announcements in the BPCs area. Please can practitioners who are attending hearings make sure that they agree a meeting point for anyone involved in their case.
8	<b>How many people can be seated in each of the Courtrooms?</b>
	Courtroom 1: 42 including the public area Courtroom 2: 31 including the public area Courtroom 3: 13 including the public area Courtroom 4: 24 including the public area  In addition to the above: Courtrooms 1 and 2 can be opened up into one larger Courtroom that seats 73 including the public area Courtrooms 3 and 4 can be opened up into one larger Courtroom that seats 37 including the public area
9	<b>Can I request that the Courtrooms are opened up into a larger Courtroom for my hearing? How do I do that and how much notice before the hearing date is required?</b>
	If you know that your case may require a larger Courtroom, you should inform the District Judge who conducts your case management conference. In any event, at the point that the case is listed please indicate to the BPCs Court Staff (on the telephone or via the email address above) if a larger Courtroom is required and what the anticipated total number of advocates, solicitors and parties are attending on each day. Please ensure that you consult all parties in the case (in relation to their requirements).
10	<b>What technology is available for use in each of the Courtrooms? Do I need to book access in advance?</b>
	There are screens for the advocates and in the second and third row. There are power points for laptops, HDMI and two types of USB points. There is a ring of adapters available with several connections including USB-C. Document management systems for trial bundles can be incorporated. There is a WI-FI signal in the Courtrooms. A mobile phone signal is likely to be available in the public areas and conference rooms, subject to your network provider's coverage. There are TV screens for remote attendance in hearings in the Courtrooms and in the conference rooms. Laptops and other devices can be plugged in by the screens and information shared across the screens but the device will

	require Wi-Fi capability and necessary connections such as HDMI.
11	<b>Who do I contact if I need to send hard copy documents to West Gate (e.g documents for use by witnesses during a trial or if a judge has requested hard copy documents for a hearing)? Where do I send the documents? Is there a limit on the number of lever arch files that can be sent? Please confirm who should be contacted to deal with insertion of documents into bundles.</b>
	All documents should be sent to Leeds Combined Court Centre (Oxford Row) and not to West Gate. The documents will have to be moved by the Court Service Staff the day before the hearing, so documents must be lodged at the Leeds Combined Court Centre before 3pm two days before the hearing. Please notify the Court Service Staff (via the telephone or email address set out above) if there are more than two boxes of lever arch files that will be delivered so that the Court Service Staff can give alternative directions. With regard to insertions send these to the email address above with information about where they are to be inserted.
12	<b>How many conference rooms are available at West Gate? How many people can be accommodated in each and what equipment is available?</b>
	There are eight conference rooms. Conference rooms 1 to 7 can seat eight people and conference room 8 can seat six people. All the conference rooms have wall mounted screens that can be used by practitioners to link to zoom/teams meetings and for document sharing etc. A cable to link a laptop to the screen can be found in the well of each conference table. A remote control for the wall mounted screen is available from the security team. Please follow the instructions posted on the back of each conference room door. There are four power sockets in each room (located on the tables) and a further power point is on the wall. The rooms do have soundproofing (with padded coverings to assist with acoustics and are similar to other facilities in the HMCTS estate) plus door blinds to ensure privacy. The conference room must be left tidy when vacated and no papers or anything else should be left unless the conference room has been booked for a longer period.
13	<b>How can I book a conference room? How long can they be used for? Are they lockable (and how are they accessed)?</b>
	If your case is listed for more than three days you will be able to book a conference room (max one per party). Your trial notice will contain detailed instructions for booking a conference room. A notice will be put on the door of any rooms that are booked and security team members will be able to lock the rooms on request. Any conference rooms that do not have a notice on the door can be used on a first come, first served basis but no documents or other items should be left in the room after use.
14	<b>What other facilities are there at West Gate?</b>
	There are two unisex toilets and one disabled toilet. There is a water cooler. Please note that there are no tea, coffee or any other refreshments available. Food and drink can be brought into the BPCs area but cannot be taken into the Courtrooms. However, if you want to take water into a Courtroom, please bring your own bottle, which you will be able to fill from the water cooler.