

Publication Scheme

Assessor for Scottish Borders Council

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1.0 INTRODUCTION

Under the Freedom of Information (Scotland) Act 2002, public authorities have a duty to produce a Publication Scheme. This Scheme is based on the model Publication Scheme produced by the Scottish Assessors' Association. Following consultation with all Assessors, the model Scheme identifies key areas of information the public may require. These areas form the basis of our classes of information.

Assessors are committed to delivering an open and transparent service wherever possible and it is intended to publish information that the public has an interest in viewing.

The person responsible for maintaining the Publication Scheme is:-

CONTACT DETAILS OF ASSESSOR

NAME Leslie D Walker
Assessor and Electoral Registration Officer
ADDRESS Scott House
Sprouston Road
Newtown St Boswells
MELROSE
TD6 0QD
assessor@scotborders.gov.uk

AND

PERSON TO CONTACT ON DAY TO DAY BASIS

Leslie D Walker
Assessor and Electoral Registration Officer

2.0 ABOUT ASSESSORS

Since the enactment of the Lands Valuation (Scotland) Act 1854, Assessors have been responsible for the valuation of all heritable properties for local taxation purposes within their respective valuation areas. Currently all rateable properties are shown in the Valuation Roll and domestic subjects are contained within the Council Tax List. These documents form the basis for levying non-domestic rates (Valuation Roll) and Council Tax (Council Tax Valuation Lists).

Each of the 32 Councils within Scotland is a valuation authority and responsible for appointing an Assessor who must in turn compile and maintain a Valuation Roll and a Council Tax Valuation List.

There are fourteen Assessors throughout Scotland, four are appointed directly by a single Council whilst the remaining ten are appointed by Valuation Joint Boards comprising two or more Councils. Where a Valuation Joint Board exists, all the duties of the constituent Councils as Valuation Authorities are delegated to the Board.

Until 1975 Statute required that Local Authorities appoint Assessors to be their Electoral Registration Officers. While that requirement has been revoked, in practice the overwhelming number of Authorities continue this practice no doubt reflecting the fact that Assessors have unrivalled knowledge of the properties within their area, particularly those of a predominantly non-residential character where nevertheless qualifying electors may be resident.

2.1 Services Provided

2.1.1 Valuation Roll

In Statutory terms, a general Revaluation of all non-domestic properties is required to take place every five years. This necessitates a complete reappraisal, by the Assessor, of the values shown for all properties in the Roll to reflect the movement in property values over the previous five years. Each ratepayer has a right of appeal against the valuation issued by the Assessor and considerable resources are devoted to the disposal of such appeals.

The latest Revaluation took effect from 1st April, 2005 and is the ninth to take place in Scotland since the modern rating regime was established with the passing of the Valuation and Rating Scotland Act, 1956.

Assessors maintain the Valuation Roll between Revaluations by inserting new properties, deleting demolished properties and amending entries to reflect extensions, part demolitions etc.

2.1.2 Council Tax Valuation List

Assessors are responsible for compiling a Council Tax List showing each house, or “dwelling”, located within the area of the Authority, which indicates the valuation band into which the property falls. There are eight bands of value, ranging from Band A (properties with a value not exceeding £27,000) to Band H (properties with a value exceeding £212,000). Every new Council Taxpayer has a right of appeal against the banding proposed by the Assessor. In addition, the Assessor maintains the Valuation List by inserting entries for new properties, deleting entries for those which have been demolished, amending entries to reflect, for example, houses which have been sub-divided or those extended and subsequently sold.

2.1.3 Electoral Registration

Where the Assessor also holds the office of Electoral Registration Officer, he is responsible for the annual production of the Register of Electors, which includes an entry for all persons qualified to vote. In order to prepare the Register, the Electoral Registration Officer must make a “house to house or other sufficient enquiry” to secure the names of persons entitled to be registered. In practice, enquiries are made by postal canvass. Since 2001, the Register has become a “Rolling Register” and monthly updating is permitted.

2.2 Role of the Scottish Assessors' Association

The Scottish Assessors' Association is a body whose origins can be traced back to the Association of Lands Valuation Assessors, which was instituted in 1886. Although a voluntary organisation, all Assessors and their senior staff are members of the Association. One of the principal functions of the Association is to facilitate a consistency of approach in the administration of the rating, council tax and electoral registration services. The decisions and policies of the Association have a bearing on how decisions are made by Assessors. For this reason, Assessors have considered the public interest and decided to make some Scottish Assessors' Association publications available, even though the Act does not cover it.

The Association works through a series of Committees and associated Working Parties, which meet in advance of periodic plenary sessions of the Association.

The Association also liaises with the Valuation Office Agency in England and Wales, the Northern Ireland Valuation Lands Agency and the Republic of Ireland Valuation Office in matters of common interest.

2.3 Assessor as a Statutory Official

In order for any taxation system to be administered in an effective manner it is essential that the public perception is one of integrity and even-handed application.

Although the Scottish Executive, through the Scottish Parliament, establishes the Statutory regime and Assessors are appointed by the Local Authorities, they are recognised as having a degree of independence in the valuations that they make. Individual valuations are not therefore determined by the Parliament or the Local Authorities but by the Assessors. There is a right of appeal to a range of bodies who, again, act independently of Central and Local Government.

Assessors account directly to taxpayers and electors for their actions. In terms of their Statutory remit, independent adjudication is an integral part of the process. Where maladministration is an issue there is open resort to the Office of the Ombudsman.

2.4 Link with Local Area

There is a very strong perception amongst the public that both Non-domestic Rates and Council Tax are local taxes.

In these circumstances, there is an expectation that these taxes will be administered and accountable through local offices and, if required, redress may be obtained by applying to a Local Committee or Tribunal. Assessors are perceived to be accountable to the local taxpayers and non-domestic taxpayers.

2.5 Links with Director of Finance

Assessors liaise closely with the Director(s) of Finance for the relevant Council(s) or Revenue and Benefits Officers. This direct local contact promotes the smooth administration of the process from valuation to the eventual billing of the Council Taxpayer or Ratepayer thus ensuring the public receives notification of any change in liability as quickly and accurately as possible.

Summary

Assessors, in their three main roles act as independent officials, directly charged with implementing Statutory regimes subject to the direction of independent appellate bodies. Their scope for action, their workloads and timetables are largely governed by Statute. Councils and Joint Boards are responsible for the appointment and funding of Assessors and Electoral Registration Officers. Administrative oversight is provided by the appointing bodies as well as by internal and external auditors.

3.0 RIGHT OF ACCESS

The Freedom of Information (Scotland) Act, 2002 in section 1, gives a general right of access to all types of recorded information held by Scottish Public Authorities, sets out exemptions from that right and places a number of obligations on Public Authorities. From January 1st 2005 any person who makes a request to a Public Authority for information must be informed whether the Public Authority holds that information and, subject to certain exemptions, be supplied with that information. Section 1 came into force on 1st January 2005.

Individuals already have the right of access to information about themselves, under the Data Protection Act, 1998. As far as Public Authorities are concerned, the Freedom of Information (Scotland) Act will greatly extend this right from January 1st 2005.

In addition to the general right of access in section 1, public authorities are required to adopt and maintain a publication scheme setting out the classes of information it publishes, or intends to publish, the manner in which it intends to publish the information and whether a charge will be made for the information. The purpose of a Scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information pro-actively and to develop a greater culture of openness. Assessors and Valuation Joint Boards were each required to have an approved Publication Scheme in place by the end of June 2004.

Copies of the Schemes are available at the local offices, libraries within the local area or by linking to the website:-

Scott House
Sprouston Road
Newtown St Boswells
MELROSE
TD6 0QD
www.saa.gov.uk/scottishborders

The Act will be enforced by the Scottish Information Commissioner. Contact details provided below:-

**Kevin Dunion, OBE,
Scottish Information Commissioner,
Kinburn Castle,
Doubledykes Road,
St. Andrews.
Fife. KY16 9DS**

**Telephone Number: 01334 464610
enquiries@itspublicknowledge.info
www.itspublicknowledge.info**

4.0 PREPARATION OF THE SCHEME

The content of this Publication Scheme was prepared with the agreement of members of the Scottish Assessors' Association after full consultation.

The classes of information identified in the Scheme have been arrived at based on the knowledge of the types of questions and enquiries made of Assessors over a number of years, though no specific public consultation has yet taken place.

As a matter of routine, consideration will be given to any views expressed by members of the public as to the contents of the Scheme, which will be the subject of periodic review.

Under the terms of the existing legislation, it is not believed that there is a legal requirement for Assessors to publish information associated with Electoral Registration as the appointment of the Electoral Registration Officer is an appointment of the Council and not necessarily of a Joint Board.

However, the view of Assessors is that although there may be duplication of information provided by Local Authorities and Assessors it is in the public interest to provide guidance within the Assessors Schemes. It should be noted that the legislation providing for Electoral Registration contains specific limitations on the ways in which the Electoral Register may be displayed, provided and used.

As explained earlier, either Councils or Joint Boards appoint Assessors. In the case of Assessors appointed by Councils, relevant details in respect of policies, costs of service, will also be available within the appropriate Publication Scheme prepared by the Council in which the assessor has been appointed.

Reference has already been made to the role of the Scottish Assessors' Association and although both Assessors and Valuation Joint Boards are covered by the terms of the Act, there is no Statutory obligation for the Association to produce a Publication Scheme. To assist with the public's understand of Assessors and Electoral Registration Officers functions, it is felt that some information produced by the Scottish Assessors' Association should be included. Where the information originates from the Scottish Assessors' Association it will be clearly marked.

An initial audit of information held by Assessors has been undertaken.

5.0 AIM OF THE SCHEME

The aim of the Publication Scheme is to set out:-

- **What information Assessors publish or intend to publish as a matter of course.**
- **How we will publish this information.**
- **Whether the information will be available free of charge or on payment of a fee.**

6.0 HOW TO OBTAIN INFORMATION

6.1 Information and Publications

This Publication Scheme has been designed to highlight information and publications that are currently available from the Assessor or Electoral Registration Officer. To obtain information you should apply to:-

Assessor and Electoral Registration Officer
Scott House
Sprouston Road
Newtown St Boswells
MELROSE
TD6 0QD

A copy of this Scheme together with other publications is also available on our website at www.saa.gov.uk/scottishborders. If the information you request is not available on this website, but is listed in our Publication Scheme, we will on request and whenever practicable, send it to you by e-mail. Copies of the Scheme are also available at our local office(s), and local libraries throughout the area (see Appendix 1).

If your request is made by telephone you should provide full contact details including a telephone number so that we can contact you, if necessary, to clarify any details.

Both the Scheme and any publications referred to may, on request, be made available in Braille, tape, foreign languages, etc. although the time taken to provide could be longer in these circumstances.

For some classes of information you will need to make an appointment to view the information.

When requesting information included in this Scheme please include the following details:-

- **Your name and address.**
- **A description of the information or documents you would like to access.**
- **The way you would like the information to be sent to you (e.g. printed copy, via e-mail etc.)**

Depending on the nature of your request, a fee may be payable. In some classes of information charges are set by legislation. On others, although listed as free, costs for photocopying, postage, etc., where printed copies of material is requested, may be recoverable.

See Appendix 1 – Pricing Policy

7.0 HOW LONG WILL IT TAKE?

We aim to provide information listed in the Publication Scheme as soon as possible. Our target will be to provide within 20 working days.

8.0 COPYRIGHT

Any information described in the Publication Scheme and obtained from me can be copied or reproduced without formal permission, provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

9.0 CLASSES OF INFORMATION

The Freedom of Information (Scotland) Act, 2002 requires a Publication Scheme to specify the classes of information the Public Authority already publishes or intends to publish. Our intention is to publish as much information as possible on subjects where there is known to be public interest. However, exemptions under the Freedom of Information (Scotland) Act, 2002 may allow us to withhold some information.

As we are part of a tax raising service, it must be recognised that, in the public interest, certain information should not be disclosed.

Information concerning items of a confidential nature, with respect to business that has been gathered by Assessors as part of their Statutory duties, may not be made available.

In this respect Assessors will, when appropriate, apply reasonable consideration of the exemptions afforded under the Freedom of Information Act, 2002 particularly Sections 33, 35, 36 and 38.

e.g. Information, which if disclosed,

- 1) would be likely to prejudice substantially the commercial interests of any person,
- 2) would prejudice substantially the assessment of any tax,
- 3) would constitute a breach of confidence actionable by any person, or
- 4) if personal data contravenes any of the Data Protection principles.

Assessors aim to be as open as possible. However, information may be withheld, from any of the classes of information listed below, where we consider that disclosure may seriously prejudice legal proceedings or where the law otherwise prohibits the disclosure. Information that may seriously prejudice the commercial interests of any person or organisation and personal information under the Data Protection Act, 1998 may also be withheld. Information may be withheld if its disclosure would constitute a breach of confidence actionable by the person who supplied it or by any other person.

In these cases, we will withhold the information and indicate why the information is being withheld. Please see paragraph **10.0 Feedback** on what to do if you do not agree with our decision to withhold information.

Assessors publish, or intend to publish, information under the Classes listed below:-

- a) **Who's Who and Where**
- b) **Valuation Joint Board or Council Minutes of Meetings***
- c) **Annual Accounts***
- d) **Valuation Rolls**
- e) **Council Tax Lists**
- f) **Electoral Register (Edited)**
- g) **How Are We Doing?**
- h) **SAA Constitution**
- i) **SAA Practice Notes (2005 Revaluation)**

** May be exemptions in this Class*

a) **Who's Who and Where**

Class Definition:

"Details of the organisational structures and key personnel. This will include, as a minimum, the senior management team".

Availability:

Website, post, inspection.

Cost:

Free.

b) **Council Minutes of Meetings**

Class Definition:

"In recognition of the need to have regard to the public interest in allowing access to public information held and in the publication of reasons for decisions made, the Minutes of formal Council level Meetings, concerning the work of the Assessor, are published. They contain discussion of key strategic issues under consideration and the primary decisions relating to resource and budgetary matters. The annual accounts are listed as a separate class.

Details of Polices, Guidelines, Standing Orders, Schemes of Delegation can also be found within this Class."

Availability:

Website, post, inspection.

Cost:

Free.

c) **Annual Accounts**

Class Definition:

"Within this category details of the Accounts in relation to the Assessors function can be found. This will also include that of the Electoral Registration Officer."

Availability:

Post, inspection.

Cost:

Free.

d) **Valuation Rolls**

Class Definition:

“List of non-domestic properties for the Valuation Area with appropriate Rateable Valuations as a basis for rates bills. See also previous narrative “About Assessors”.”

Availability:

Website, inspection at Contact Centres and Libraries, Council HQ and Assessor's office, paper copies and pdf files by post.

Cost:

see Appendix 1.

e) **Council Tax Lists**

Class Definition:

“List of domestic properties within the Valuation Area with appropriate Bands. See also details referred to in sections headed “About Assessors”.”

Availability:

Website, inspection at Contact Centres and Libraries, Council HQ and Assessor's office, paper copies and pdf files by post.

Cost:

see Appendix 1.

f) **Electoral Register (Edited)**

Class Definition:

“Edited version of the Register of Electors. This version does not include the names of those electors whose names appear in the Full version of the Register but who have taken advantage of the Representation of the People Legislation and chosen to have their names excluded from the Edited version of the Register, which can be sold to anyone.”

Availability:

Inspection, post.

Cost:

Per Representation of the People (Scotland) Regulations 2001

If in Data Format	£20 plus £1.50/thousand entries (or part)
Or if Printed	£10 plus £5.00/thousand entries (or part)

g) How Are We Doing?

Class Definition:

“A copy of the most recent Public Performance Report revealing our performance objectives/targets and Best Value Indicators which are produced on an annual basis.”

Availability:

Website, post, inspection.

Cost:

Free.

h) SAA Constitution

Class Definition:

“Although not a requirement under the terms of the legislation, Assessors feel that details in relation to the Constitution of the Scottish Assessors’ Association may be of interest to members of the public and are willing to provide on request.”

Availability:

Post, inspection at Assessor’s office.

Cost:

Free.

i) SAA Practice Notes (Revaluation 2005)

Class Definition:

“The Scottish Assessors’ Association Practice Notes, used by the Members of the Association, are published with effect from 1st April 2005. These papers, inclusive of the Cost Guide, will cover the appropriate guidance issued by the SAA to Assessors to allow a uniformity of approach to valuation for the benefit of all ratepayers. The Cost Guide has been prepared for the Scottish Assessors’ Association (SAA) and Valuation Office Agency (VOA) for valuations prepared on the Contractors’ Basis of Valuation”.

Availability:

Practice Notes are available by post, inspection at Assessor’s office and website. The Cost Guide is available only on CD ROM format through the office of the Assessor for Lothian Valuation Joint Board.

Cost:

Practice Notes are free, but the Cost Guide is available for purchase at a cost of £750 inclusive of VAT. Details on how to purchase are shown on the SAA Website. – www.saa.gov.uk.

10.0 FEEDBACK

Publication Schemes are something new and we would welcome any comments/suggestions (or complaints) you may have with regard to this Scheme. It is expected that the Publication Scheme will develop considerably over the years and you are invited to contribute towards its development. Any questions, comments or complaints about this scheme should be made in writing to

Leslie D Walker
Assessor and Electoral Registration Office
Scott House
Sprouston Road
Newtown St Boswells
MELROSE
TD6 0QD
assessor@scotborders.gov.uk

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner, whose contact details are in paragraph 3.0. From 1st January 2005, when the general right of access came into force, there is a formal appeal mechanism when information is withheld. Further details on this are available on the Commissioner's website.

Please complete the form below:-

FEEDBACK FORM

Name

Address

Postcode

Telephone Number

E-Mail Address

Comments/Message

Appendix 1

Pricing Policy – Valuation Roll and Council Tax List

Valuation Rolls – on website (from April 2005) and for inspection at libraries, Council contact centres, Council HQ and Assessor's office – Free
Paper copies and pdf files charged as follows:-
Volumes based on Former Districts
Scottish Borders Valuation Area £75.00
Tweeddale £15.00
Ettrick & Lauderdale £22.50
Roxburgh £22.50
Berwickshire £15.00
Single Parish or Former Burgh £10.00 per 1000 entries
Extracts – Certified
<ul style="list-style-type: none"> • Single entry £8.00 • Additional Entries (consecutive) £1.10
Extracts – Non Certified
<ul style="list-style-type: none"> • Single entry £2.75 • Additional Entries (consecutive) £0.82
Photocopy of Single Page
<ul style="list-style-type: none"> • Non Certified £2.10 • Subsequent Pages £0.55
Council Tax Lists – on website (from April 2005) and for inspection at libraries, Council contact centres, Council HQ and Assessor's office – Free
Paper copies and pdf files charged as follows:-
Volumes based on Former Districts
Scottish Borders Valuation Area £395.00
Tweeddale £60.00
Ettrick & Lauderdale £120.00
Roxburgh £127.50
Berwickshire £67.50
Single Parish or Former Burgh £7.50 per 1000 entries
Extracts – Certified
<ul style="list-style-type: none"> • Single entry £8.00 • Additional Entries (consecutive) £1.10
Extracts – Non Certified
<ul style="list-style-type: none"> • Single entry £2.75 • Additional Entries (consecutive) £0.82
Photocopy of Single Page
<ul style="list-style-type: none"> • Non Certified £2.10 • Subsequent Pages £0.55

Council Contact Centres

Duns (Council Contact Centre and Area Office) 8 Newtown Street, TD11 3DT Tel: 01361 882600 Fax: 01361 886111	Eyemouth 2 Church Street, TD14 5DH Tel: 018907 50247
Galashiels (Council Contact Centre and Area Office) Paton Street, TD1 3AS Tel: 01896 754751 Fax: 01896 662711	Hawick (Council Contact Centre and Area Office) High Street, TD9 9EF Tel: 01450 375991 Fax: 01450 364711
Jedburgh Exchange Street, TD8 6BH Tel: 01835 862246 Fax: 01835 864137	Kelso 56/60 Woodmarket, TD5 7AX Tel: 01573 224387 Fax: 01573 226628
Peebles (Council Contact Centre) High Street, EH45 8AF Tel: 01721 726321 Fax: 01721 724404	Peebles (Area Office) Rosetta Road, EH45 8HG Tel: 01721 720153 Fax: 01721 726311
Selkirk High Street, TD7 4JX Tel: 01750 21426 Fax: 01750 23043	

Libraries in the Scottish Borders

Coldstream Gateway Centre, TD12 4AE Tel: and Fax: 01890 883314	Duns 49 Newtown Street, TD11 3AU Tel: 01361 882622, Fax: 01361 884104
Earlston Earlston High School, TD4 6ED Tel: 01896 849282, Fax: 01896 848918	Eyemouth Manse Road, TD14 5JE Tel: 018907 50300, Fax: 018907 51633
Galashiels Lawyers Brae, TD1 3JQ Tel: 01896 752512, Fax: 01896 753575	Hawick North Bridge Street, TD9 9QT Tel: 01450 372637, Fax: 01450 370991
Innerleithen Buccleuch Street, EH44 6LA Tel: and Fax: 01896 830789	Jedburgh Castlegate, TD8 6AS Tel: and Fax: 01835 863592
Kelso Bowmont Street, , TD5 7JH Tel: 01573 223171, Fax: 01573 226618	Melrose 18 Market Square, TD6 9PN Tel: and Fax: 01896 823052
Peebles Chambers Institute, High Street, EH45 8AG Tel: 01721 720123, Fax: 01721 724424	Selkirk Ettrick Terrace, TD7 4LE Tel: and Fax: 01750 20267

Valuation Roll Display Locations

Volumes 1-4

Scottish Borders Council Council Headquarters Newtown St Boswells Melrose TD6 0SA (available at reception)	Scottish Borders Council Revenues and Benefits Department Council Headquarters Newtown St Boswells Melrose TD6 0SA
Scottish Borders Council Assessors Department Scott House Sprouston Road Newtown St Boswells Melrose TD6 0QD	Keeper of the Records of Scotland The National Archives of Scotland HM General Register House Edinburgh EH1 3YY
National Library of Scotland Legal Deposit and Donations Unit Department of Printed books 33 Salisbury Place Edinburgh EH9 1SL	The Librarian St Marys Mill Level Crossing Road Selkirk TD7 5EQ

Berwickshire (Vol 1)

Scottish Borders Council Contact Centre 2 Church Street Eyemouth TD14 5DH	Scottish Borders Council Contact Centre 73 High Street Coldstream TD12 4AE
Scottish Borders Council Contact Centre 8 Newtown Street Duns TD11 3DU	

Ettrick & Lauderdale(Vol 2)

Scottish Borders Council Contact Centre Paton Street Galashiels TD1 3AS	Scottish Borders Council Contact Centre Municipal Buildings High Street Selkirk TD7 4BU
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Roxburgh (Vol 3)

Scottish Borders Council Contact Centre Town Hall High Street Hawick TD9 9EF	Scottish Borders Council Contact Centre 3 Exchange Street Jedburgh TD8 6BJ
Scottish Borders Council Contact Centre 60 Woodmarket Kelso TD5 7AX	

Tweeddale (Vol 4)

Scottish Borders Council Rosetta Road Peebles EH45 8HQ	Scottish Borders Council Contact Centre Chambers Institution 15 High Street Peebles EH45 8AF
Scottish Borders Council Contact Centre Leithen Road Innerleithen EH44 6HU	

Council Tax Valuation List Display Locations

Volumes 1-4

Scottish Borders Council Council Headquarters Newtown St Boswells Melrose TD6 0SA (available at reception)	Scottish Borders Council Revenues and Benefits Department Council Headquarters Newtown St Boswells Melrose TD6 0SA
Scottish Borders Council Assessors Department Scott House Sprouston Road Newtown St Boswells Melrose TD6 0QD	Keeper of the Records of Scotland The National Archives of Scotland HM General Register House Edinburgh EH1 3YY
National Library of Scotland Legal Deposit and Donations Unit Department of Printed books 33 Salisbury Place Edinburgh EH9 1SL	

Berwickshire (Vol 1)

Scottish Borders Council Contact Centre 2 Church Street Eyemouth TD14 5DH	Scottish Borders Council Contact Centre 73 High Street Coldstream TD12 4AE
Scottish Borders Council Contact Centre 8 Newtown Street Duns TD11 3DU	

Ettrick & Lauderdale (Vol 2)

Scottish Borders Council Contact Centre Paton Street Galashiels TD1 3AS	Scottish Borders Council Contact Centre Municipal Buildings High Street Selkirk TD7 4BU
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Roxburgh (Vol 3)

Scottish Borders Council Contact Centre Town Hall High Street Hawick TD9 9EF	Scottish Borders Council Contact Centre 3 Exchange Street Jedburgh TD8 6BJ
Scottish Borders Council Contact Centre 60 Woodmarket Kelso TD5 7AX	

Tweeddale (Vol 4)

Scottish Borders Council Rosetta Road Peebles EH45 8HQ	Scottish Borders Council Contact Centre Chambers Institution 15 High Street Peebles EH45 8AF
Scottish Borders Council Contact Centre Leithen Road Innerleithen EH44 6HU	

Register of Electors Display Locations

Assessor & Electoral Registration Officer Scott House Sprouston Road Newtown St Boswells MELROSE TD6 0QD	Roxburgh & Berwickshire Constituency Tweeddale, Ettrick & Lauderdale Constituency (Wards 1-34)
Scottish Borders Council Headquarters Newtown St Boswells MELROSE TD6 0SA	Roxburgh & Berwickshire Constituency Tweeddale, Ettrick & Lauderdale Constituency (Wards 1-34)
The Council Librarian Council Library HQ St Mary's Mill Level Crossing Road SELKIRK TD7 5EW	Roxburgh & Berwickshire Constituency Tweeddale, Ettrick & Lauderdale Constituency (Wards 1-34)
The Librarian National Library of Scotland George IV Bridge EDINBURGH EH1 1EW	Roxburgh & Berwickshire Constituency Tweeddale, Ettrick & Lauderdale Constituency (Wards 1-34)

Roxburgh & Berwickshire Constituency

Scottish Borders Council Contact Centre 2 Church Street EYEMOUTH TD14 5DH	Volume 1 (Wards 1-6 and 19 part)
Scottish Borders Council Contact Centre 8 Newtown Street DUNS TD11 3DU	Volume 1 (Wards 1-6 and 19 part)
The Librarian Public Library 49 Newtown Street DUNS TD11 3AY	Volume 1 (Wards 1-6 and 19 part)
The Librarian Public Library 73 High Street COLDSTREAM TD12 4AE	Volume 1 (Wards 1-6 and 19 part)
The Librarian Public Library Manse Road EYEMOUTH TD14 5JE	Volume 1 (Wards 1-6 and 19 part)
Scottish Borders Council Contact Centre Town Hall High Street HAWICK TD9 9EF	Volume 2 (Wards 7-17, 21 and 22 part)

Scottish Borders Council Contact Centre 3 Exchange Street JEDBURGH TD8 6BJ	Volume 2 (Wards 7-17, 21 and 22 part)
Scottish Borders Council Contact Centre 60 Woodmarket KELSO TD5 7AX	Volume 2 (Wards 7-17, 21 and 22 part)
The Librarian Council Library North Bridge Street HAWICK TD9 9QT	Volume 2 (Wards 7-17, 21 and 22 part)
The Librarian Council Library Castlegate JEDBURGH TD8 6AJ	Volume 2 (Wards 7-17, 21 and 22 part)
The Librarian Council Library Bowmont Street KELSO TD5 7JH	Volume 2 (Wards 7-17, 21 and 22 part)

Tweeddale, Etrick & Lauderdale Constituency

Scottish Borders Council Contact Centre Paton Street GALASHIELS TD1 3AS	Volume 3 (Wards 18, 19 part, 20, 22 part and 23-29)
Scottish Borders Council Contact Centre Municipal Buildings High Street SELKIRK TD7 4BU	Volume 3 (Wards 18, 19 part, 20, 22 part and 23-29)
The Librarian Public Library Lawyers Brae GALASHIELS TD1 3JQ	Volume 3 (Wards 18, 19 part, 20, 22 part and 23-29)
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