

## SCALE 6 MILITARY COURTS CENTRES

### INTRODUCTION

1 This scale is to be read in conjunction with Scale 1, 17, 18, 40, 45, 47 and 58, and with the Lord Chancellor's Department guidance documents.

2 The scale is divided into 4 Parts:  
 Part 1 - Main Court, comprising Courtroom, Chambers, Defence Suites and Prosecution Suites.  
 Part 2 - Secondary Court, comprising Courtroom, Chambers, Defence Suite and Prosecution Suite.  
 Part 3 - Ancillary Facilities, comprising Detention Suites, Specialist Interview Suite, and Trial in Waiting facilities.  
 Part 4 - General and Administrative.

3 The scale encompasses two requirements. Provision of court facilities across UK garrisons means that within the UK, Court Centres should be constructed with one main courtroom and one Secondary courtroom. For BFG a centralised approach to court business can be achieved by the use of a single Court Centre consisting of two Main Courtrooms and one Secondary Courtroom.

4 The basic principle behind the arrangement of a military court centre is that all supporting rooms and facilities should, where practical, be in the circulation area of the courtroom that they support, and that the various parties, i.e., Judge Advocate,

court members, prosecution, defence, and public, should only meet in the courtroom itself. There should be no risk of accidental or deliberate contact outside this forum, with secure access between the different segments of the building being incorporated. The principle of non-collusion is illustrated in outline at Annex A.

5 Legally, it is imperative during the evidence and finding stage of a contested trial to achieve actual and visible separation between the Judge and the Military Members of the Court. This avoids the suspicion of undisclosed communication between the Judge and the Military Members and also ensures that there is no chance of the Members seeing the Judge's papers or notes or being thought to have seen them. The Judge Advocate General, and his advisor from the Department of Constitutional Affairs, have stated that a single bench does not achieve this satisfactorily and would likely lay the Services open to legal challenge from defence counsel. The desirable arrangement, therefore, is for the Military Members to be seated in a position which is separate from the Judge, signifying their wholly separate function during this stage of a Trial, and yet which enables them clearly to see the witness and the Judge and be seen clearly by prosecution and defence representatives. A right angle arrangement such as an "L" shaped bench meets these requirements but as this is a Military

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Court Martial it is also essential that the relative positions of the Judge and the Military Members are equal and clearly perceived as such. The "L" shaped bench must therefore all be on the same level, with a seamless join, with the same fascia throughout, with the Judge and President accorded the same seating facilities and with the Members accorded sufficient space.

6 The Secondary Court (Serial 41) is used to deal with important legal procedures whilst allowing trials in the main courts to continue without interruption, e.g. directions hearings, custody hearings, sentencing, FPEs. The Secondary Court may also be used for major Boards of Inquiry.

7 The video evidence room (Serial 54) is for taking evidence from child witnesses in accordance with Home Office guidance.

8 The courtrooms and the video evidence rooms (Serials 21, 41, and 54) should be flood wired to permit the necessary inter-connecting wiring to be installed. The courtrooms are to be capable of using technology such as video links, CCTV, and computer presentations, and to have sound amplification for the hearing impaired. All IT and communications systems are to be the subject of a separate business case involving G6 staffs.

9 The courtroom is to provide a clear line of sight for the main participants. Counsel, in the well of the court, need to see

and hear the judge, members, witnesses and accused (and vice-versa). The accused is to be able to see and hear the proceedings and also to have an unobstructed view of the judge, members, counsel and witnesses.

10 There should be sufficient flexibility in the well of the court to cope with the anticipated needs of lawyers as well as the demands of multi-handed trials.

11 The location of the Court Centre should be discreet and the appearance of the buildings should be low key. The overall décor of the courtroom should be carefully chosen. There is no need for a courtroom to be intimidating, but it should provide the right atmosphere, and be seen to uphold the dignity of the law.

12 Where possible, courtrooms should be provided with windows which allow a good level of natural light.

13 Courtrooms should be constructed to achieve effective sound proofing from external traffic and aircraft noise.

14 A separate car park should be provided for the Judge Advocate and court members, with direct access to their entrance. Vehicular access is to be provided to the accused entrance, with sight screening.

15 - 20 Spare.

## PART 1 - MAIN COURT

Accommodation	Area	M & E Services	Planning Notes, Special Fittings etc
(a)	(b)	(c)	(d)
21 Courtroom	169.0m <sup>2</sup> (13.0m x 13.0m)	<p><b>Illumination</b> - 350 lux</p> <p><b>Electric Power</b> - One 13A double socket outlet to every 10m<sup>2</sup> of floor space. Additional power supply for audio-visual equipment as necessary.</p> <p><b>Heating</b> - 18.5°C.</p> <p><b>Ventilation</b> - In accordance with Building Regulation requirements. A silent system is required.</p> <p><b>Video Telephone Conferencing</b> - fitted and sited to be seen by Bench, Counsel and all accused.</p> <p><b>CCTV</b> - One courtroom to be capable of working with VTC as well as stand alone.</p> <p><b>Telephone Point</b> - one in each courtroom.</p>	<p>Three entrances, one for JA/court members, one for accused, and one for all others. High level sealed windows. Raised fixed bench (dais 300mm high) for court members; minimum width defined by maximum size of bench for Court Martial (for courtrooms using CCTV bench to be of sufficient length to fit hardware); bell push for President. (See Serial 5)</p> <p>Witness stand, with modesty screen and wide enough for 2 people side by side, positioned so as not to prevent line of sight between court members and the prosecution/ defence. Flexible central space to cater for requirement for one or</p>

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(a)	(b)	(c)	(d)
21 contd			more Defence Counsel and accused. Suitable movable screens to prevent viewing of sensitive witnesses as directed by JA.

**PART 1 - MAIN COURT - CHAMBERS**

(a)	(b)	(c)	(d)
22 Judge Advocate's Chambers	14.0m <sup>2</sup> (One for each courtroom)		Refer to Scale 45. Direct access to court with members. To include separate WC & wash hand basin, and robing room. Telephone point.
22a Judge Advocates' Conference Room	24.0m <sup>2</sup> (One per Court Centre)		Refer to Scale 45. To provide meeting facilities for all JAs at Court Centre
23a President and Members' Retiring Room	24.0m <sup>2</sup> (One for each courtroom)		As Serial 22. Direct access to court with JA.
23b Changing/Locker Room			Refer to Scale 40. Male and Female provision. To include toilet area with WC and wash hand basin. Leading off Retiring Room.
24 External entrance to Serials 22 and 23a	To be provided out of area addition.	Illumination - 175 lux for entrance lobby, 100 lux for corridors. External light over entrance where street lighting insufficient.	One entrance only, may be shared with other court(s). Access from Staff car park. See also Serial 44. Telephone point for official and private use

**PART 1 - MAIN COURT - DEFENCE SUITE****SCALE 6**

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(a)	(b)	(c)	(d)
25 Defence Counsel Room	18.0m <sup>2</sup>		Refer to Scale 45. Telephone point. Multi-functional room providing meeting, office, and briefing/instruction facilities.
26 Defence Counsel Instruction Rooms	2 rooms at 9.0m <sup>2</sup> each		For private meetings of counsel and client.
27 Defence Witness Waiting Room	30.0m <sup>2</sup>		Refer to Scale 47.
28 Defence Toilet Area	To be provided out of area addition.		Refer to Scale 1 Annex B.

**PROSECUTION SUITE**

(a)	(b)	(c)	(d)
29a Prosecuting Counsel Room			As Serial 25.
29b Prosecutor's Assistant	13.5m <sup>2</sup>		Refer to Scale 45. UK Court Centres only (one per Centre) Connecting door to Serial 29a
30 Prosecution Witness Waiting Room			As Serial 27.
31 Prosecution Toilet Area			As Serial 28.

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32 - 40 Spare

**PART 2 - SECONDARY COURT**

(a)	(b)	(c)	(d)
41 Courtroom	100.0m <sup>2</sup> (10.0m x 10.0m)	As Serial 21 (less requirement for CCTV)	Refer to Serials 4 and 21. Demountable bench for court members. May also be used as Press Room for Main Courtroom (with audio link)
42 Judge Advocate's Chambers			As Serial 22.
43 President and Members' Retiring and Changing/ Locker Rooms			As Serial 23a and b.
44 External Entrance to Serials 42 and 43			As Serial 24. May be same entrance as Serial 24 if planning allows.
45 Defence Suite			As Serials 25 - 28
46 Prosecution Suite			As Serials 29 - 31. (less Serial 29b)

47 - 50 Spare.



**PART 3 - ANCILLARY FACILITIES AVAILABLE TO BOTH COURTS**  
**DETENTION SUITE**

(a)	(b)	(c)	(d)
51a Detention/Holding Room	19.5m <sup>2</sup>		Refer to Scale 18. To hold up to three accused under close arrest. Separate external entrance.
b Toilet	To be provided out of area addition.		Refer to Scale 18. Adjacent to Serial 51a

**SPECIALIST INTERVIEW SUITE**

(a)	(b)	(c)	(d)
52 Video Evidence Room	14.0m <sup>2</sup>		Refer to Scale 58 Part 4.
53 Vulnerable Witness Waiting Room 1	20.0m <sup>2</sup>		As Serial 27. Adjacent to Serial 52.
54 Vulnerable Witness Waiting Room 2	20.0m <sup>2</sup>		For use by vulnerable witnesses who have given evidence and must remain separated from those who have not. Adjacent to Serials 52 and 53

**PART 3 - ANCILLARY FACILITIES AVAILABLE TO BOTH COURTS (contd)**

(a)	(b)	(c)	(d)
55a Kitchenette	9.0m <sup>2</sup>		To provide hot and cold liquid refreshments. Adjacent to Serials 53 and 54
55b Toilet			Refer to Scale 1 Annex B. Adjacent to Serials 52-54

**TRIAL IN WAITING FACILITIES**

(a)	(b)	(c)	(d)
56 Defence Suite			As Serials 25 - 28.
57 Prosecution Suite			As Serials 29 - 31.(less Serial 29b)
58 Witness in Being Holding Room	9.0m <sup>2</sup>		As Serial 27. For witness giving evidence to wait in isolation during legal submissions.

**VIDEO CONFERENCING ROOM AND INTERPRETERS**

(a)	(b)	(c)	(d)
59 To accommodate 4 people	18.0m <sup>2</sup>		Refer to Scale 45

60 Spare

## PART 4 - GENERAL AND ADMINISTRATIVE

(a)	(b)	(c)	(d)
61 Main Entrance Hall and Corridors	To be provided out of area addition	<p><b>Illumination</b> - 175 lux for entrance and reception lobby, 100 lux for corridors. External light over entrance where street lighting insufficient. Supplementary lighting over notice board and telephone hoods.</p> <p><b>Electric Power</b> - One double 13A socket outlet to every 37m<sup>2</sup> of floor space, or to every 12m run of corridor.</p> <p><b>Heating</b> - 16.0°C for reception lobby and corridors.</p>	<p>Planned to give a reasonably spacious entry and a public waiting area. External doors to be self-closing and draught-proof. Reception lobby with reception desk (with phone point).</p> <p>Notice boards and interior signing as required. 2 public telephone points with hoods. Vending machines for refreshments. Corridor width to provide space for accused and escorts.</p>

## SPECIALIST OFFICES

Refer to Scale 45

(a)	(b)	(c)	(d)
62a Pre Sentencing Report Interview Room (may also be used by witness support or VCR)	13.5m <sup>2</sup>		

**PART 4 - GENERAL AND ADMINISTRATIVE (contd)**

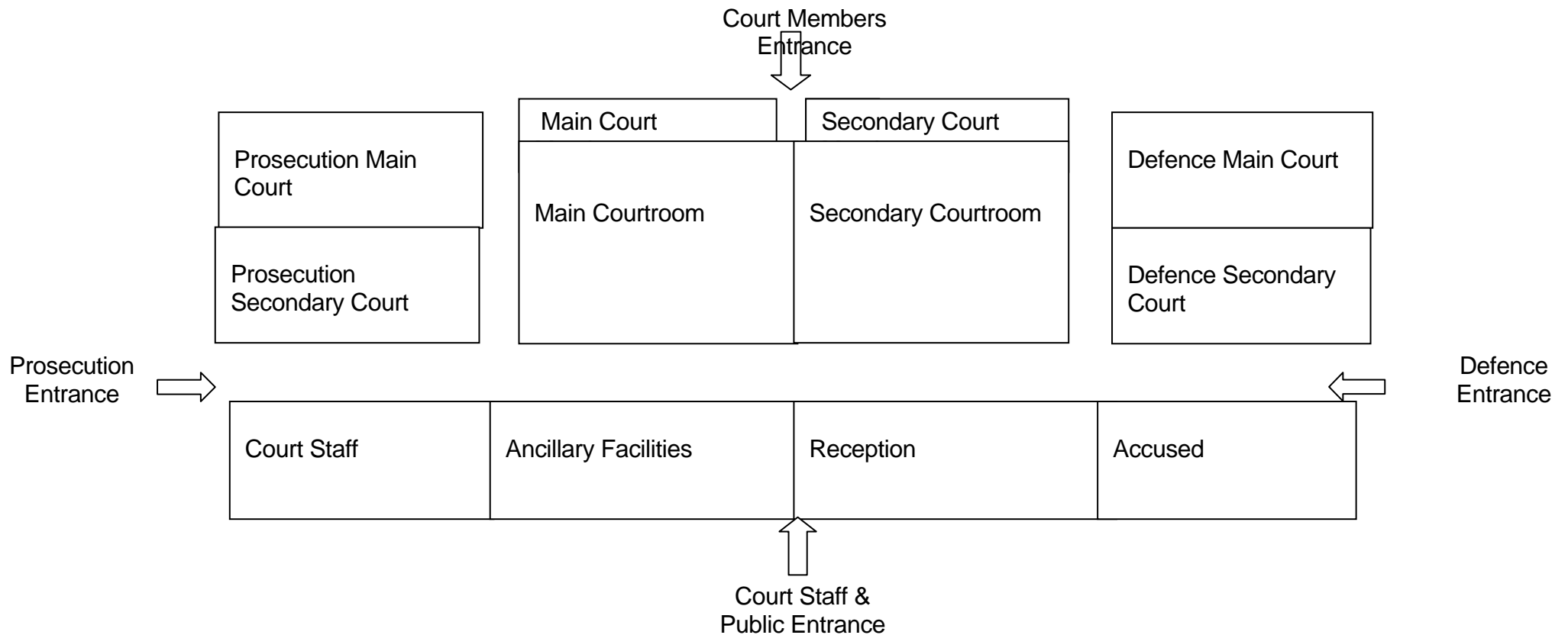
(a)	(b)	(c)	(d)
62b Probation Officers (BFG only)	18.0m <sup>2</sup> For 2 Probation Officers		In BFG, if Probation Services are co-located with court Centre, to be located near 62a
63a Office for Court Officer.	13.5m <sup>2</sup>		Refer to Scale 45. Telephone point.
63b In UK - Office for Assistant Court Officer and Court Administrator In BFG - Office for 8 Court staff	18.0m <sup>2</sup>  56.0m <sup>2</sup>		Refer to Scale 45. Telephone points. Interconnecting door to Serial 63a
63c Court Support Office	15.0m <sup>2</sup>		Refer to Scale 45. Connecting door to Serial 63b.
63d Stationery Store	To be determined at project brief stage		Interconnecting door to Serial 63c.
64 Court Staff Rest Room			Refer to Scale 47. Bell sounder from Courtrooms.

## PART 4 - GENERAL AND ADMINISTRATIVE (contd)

(a)	(b)	(c)	(d)
65 Kitchenette			Refer to Scale 47. For preparing drinks and distributing delivered plated hot and cold meals.
66 Store	9.0m <sup>2</sup>	<b>Illumination</b> - 200 lux <b>Electric Power</b> - One 13A double socket outlet. <b>Heating</b> - 13.0 <sup>0</sup> C.	Secure for storage of video equipment.
67 Toilet Area	To be provided from area addition		Refer to Scale 1 Annex B. For court staff and public.
68 Cleaner's Room			Refer to Scale 1 Annex B.

PRINCIPLE OF NON-COLLUSION

ANNEX A



This sketch illustrates the principle to be followed in the layout of the court building (see Serial 3), is purely diagrammatical, and is not intended to give any indication of relative room sizes.

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