

Contact: Lynne Pritchard  
Telephone: 0131 659 6111 ext. 3793  
eMail: [lynne.pritchard@ros.gov.uk](mailto:lynne.pritchard@ros.gov.uk)  
eMail: [FeeReviewConsultation@ros.gov.uk](mailto:FeeReviewConsultation@ros.gov.uk)

Dear Consultee

## **Registers of Scotland Fee Review 2014**

### **Responding to this consultation paper**

We are inviting written responses to this consultation paper by 24 January 2014.

**Please send your response with the completed Respondent Information Form (see "Handling your Response" below) to:**

[FeeReviewConsultation@ros.gov.uk](mailto:FeeReviewConsultation@ros.gov.uk)

or

Lynne Pritchard  
Registers of Scotland  
Room 5S-01  
Meadowbank House  
153 London Road  
Edinburgh  
EH8 7AU

If you have any queries please contact Lynne Pritchard on 0131 659 6111 ext.3793 or [Lynne.Pritchard@ros.gov.uk](mailto:Lynne.Pritchard@ros.gov.uk)

We would be grateful if you would clearly indicate in your response which parts of the consultation paper you are responding to, as this will aid our analysis of the responses received.

This consultation can be viewed online on the consultation web pages of the Scottish Government (SG) website at <http://www.scotland.gov.uk/consultations> and on the Registers of Scotland (RoS) website at [http://www.ros.gov.uk/consultation/fee\\_review\\_2014.html](http://www.ros.gov.uk/consultation/fee_review_2014.html)

The SG has an email alert system for consultations, <http://register.scotland.gov.uk>. This system allows stakeholder individuals and organisations to register and receive a weekly email containing details of all new consultations (including web links). It complements, but in no way replaces SG distribution lists, and is designed to allow stakeholders to keep up to date with all SG consultation activity, and therefore be alerted at the earliest opportunity to those of most interest. We would encourage you to register.

## **Handling your response**

We need to know how you wish your response to be handled and, in particular, whether you are happy for your response to be made public. Please complete and return the **Respondent Information Form**, which forms part of the consultation paper (Annex C), as this will ensure that we treat your response appropriately. If you ask for your response not to be published, we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that RoS and the SG are subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to them under the Act for information relating to responses made to this consultation exercise.

## **Next steps in the process**

Where respondents have given permission for their response to be made public and after we have checked that they contain no potentially defamatory material, responses will be made available to the public in the SG Library within 20 working days of the consultation closing date. You can make arrangements to view responses by contacting the SG Library on 0131 244 4552. Responses can be copied and sent to you, but a charge may be made for this service. These responses will also be on the RoS website within 25 working days of the consultation closing date.

## **What happens next?**

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us reach a decision on the proposed fees to be adopted in the Fees Order 2014. We aim to issue a report on this consultation process within 25 working days of the consultation closing date. Any key messages will also be highlighted in the report to help us evaluate the proposed policies to enable implementation of Fees Order 2014.

## **Comments and complaints**

If you have any comments about how this consultation exercise has been conducted, please send them to the contact details above.

Yours sincerely

**Lynne Pritchard**  
**Project Manager, Fee Review 2014**