



The Scottish Parliament  
Pàrlamaid na h-Alba

Information Management and Governance  
Scottish Parliament  
Edinburgh  
EH99 1SP

foi.officer@parliament.scot

13 June 2022

Dear Requester

**REQUEST FOR INFORMATION: 2022-675463**

We acknowledge your request for the following information:

*Please provide details on the normal capacity of the public gallery for (1) the debating chamber and (2) each of the committee rooms in the Parliament.*

*Please set out whether discretion can be exerted to alter the capacity for the public galleries in the Parliament (in other words, whether the number of tickets made available to members of the public for the public galleries can be varied) and who or which parliamentary bodies can exert that discretion and what the criteria and conditions for doing so are.*

Your request was received on 20 May 2022 and has been handled in accordance with the Freedom of Information (Scotland) Act 2002 (FOI(S)A).

Responding to each part of your request the position is as follows:

- 1) The capacity of the public gallery for the debating chamber is 221 seats.
- 2) The capacity of the public galleries in each committee room is as follows:
  - Committee room one – 25 seated at the table – 64 chairs in total in the public area: 58 public, 6 media
  - Committee room two – 25 seated at the table – 66 chairs in total in the public area: 60 public, 6 media
  - Committee room three – 20 seated at the table – 36 chairs in total in the public area: 30 public, 6 media
  - Committee room four – 25 seated at the table – 31 chairs in total in the public area: 25 public, 6 media

- Committee room five – 20 seated at the table – 35 chairs in total in the public area: 29 public, 6 media
- Committee room six – 25 seated at the table – 28 chairs in total in the public area: 22 public, 6 media

There is no capacity to alter or increase the public allocation as these numbers are the highest number of seats that we can accommodate under current room capacity levels.

When a committee is full Visitor Services notify the clerk, security, facilities management and our communications team (who manage the media seats) that the capacity has been reached. Cancelled tickets are made available to visitors on the day.

In keeping with our FOI procedures, this information may also be posted on the Parliament's disclosure log (usually within 24 hours). For further details on the Parliament's Disclosure Log and the information released under FOI, visit: <https://archive2021.parliament.scot/abouttheparliament/17700.aspx>

The supply of information under FOI does not constitute permission for its use in a way that would infringe copyright  
<https://www.parliament.scot/about/copyright>

We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance at [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

Please find below Annex A, which explains how we handle FOI requests and reviews.

**We are currently working remotely and so would ask you to contact us by email at [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)**

Yours sincerely,

Robin Davidson  
Head of Information Governance

**REQUESTS MADE UNDER  
THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

**How we handle FOI requests**

Information on how we handle FOI requests is available on the Parliament's website at:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Alternatively, please contact the Public Information & Resources Team to request a copy.

<https://www.parliament.scot/contact-us>

**Review**

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance:

Post: Head of Information Governance  
The Scottish Parliament  
Edinburgh  
EH99 1SP  
Telephone: 0131 348 5281

We welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

**Application to the Scottish Information Commissioner**

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Email: [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

Telephone: 01334 464610

Fax: 01334 464611

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

### **Copyright in relation to information provided**

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### **Feedback or comment**

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

### **Data Protection**

If you wish to find out more about how we use your personal data then you can access our Privacy Notice at the following link:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

### **Complaints**

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with Public Information and Resources.

### **How to contact us**

Post: The Scottish Parliament  
Edinburgh  
EH99 1SP

Telephone: 0131 348 5000  
0800 092 7500 (Public Enquiries)  
0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: [info@parliament.scot](mailto:info@parliament.scot)