

DRS2M TC

## RICS Dispute Resolution Service (DRS)

Request for the appointment of a Telecoms Specialist by the Royal Institution of Chartered Surveyors to mediate.

### General Information

RICS will appoint an impartial mediator whose role is to enable discussion, agreed outcomes between parties and to set up and moderate these discussions. Mediation is well suited to the Telecoms sector where discussions can sometime be challenging and difficult to facilitate. We will appoint professionals to help the parties have a balanced conversation and achieve mutually acceptable results. This is far better than not dealing with problems which can sometimes lead to matters ending up on court or other proceedings.

### Information about the situation that would benefit an impartial mediator

RICS will need sufficient information about to appoint a suitably qualified Telecoms Specialist.

Please provide brief details below (for example: description of the history of the situation)

Have litigation or arbitration proceedings commenced in respect of this situation?

Yes  No

If yes, please provide details below:

Is this a joint or unilateral application?

Joint  Unilateral

**Please note:** parties will need to make a joint application to RICS, where only one party applies, DRS will attempt to contact the other side to encourage them to engage with the process. Once both parties have agreed to the process, DRS will appoint an appropriately qualified mediator.

### Applicant details

If you are represented, please also provide details of the representative(s) below. RICS DRS will send correspondence to them. Normally DRS communications are sent by email, unless you specify otherwise. Therefore, it is important you provide email addresses.

### Party A (the applicant)

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

### Party A's representative (if applicable)

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Firm name: \_\_\_\_\_  
Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Direct line: \_\_\_\_\_ Email: \_\_\_\_\_

### Party B (other party)

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Firm name \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

### Party B's representative (if applicable)

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Firm name: \_\_\_\_\_  
Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Direct line: \_\_\_\_\_ Email: \_\_\_\_\_

Are all the parties aware that this application has been made?

Yes  No

**Please note:** RICS will be contacting the parties and/or representatives listed.

### Professional background of the mediator

Please let us know if there are any requests you wish us to consider in appointing the mediator for example: (experience, qualification's, time restrictions).

(If there are no requirements please state none):

### Conflict of Interest

RICS will take reasonable steps to ensure that the appointed mediator is free from conflict of interest and totally impartial. The mediator is required to disclose any involvement to RICS prior to appointment. RICS will never knowingly nominate a mediator who has a conflict of interest.

If in your view there are any people who would have a conflict of interest regarding this matter, you should list them in the box below. Please also provide, brief but clear reasons for this statement.

Name	Firm	Reason

### How to Pay

RICS charges a non-refundable administration fee of **£360** inclusive of VAT. (paid by the applicant) to make an appointment of a mediator The fees are required to proceed with your application and are non-refundable.

You can choose to pay by the following:

**Card payment:** One of our advisors will contact you to arrange payment. Please tick this box:

**RICS is unable to accept credit or debit card details by email due to PCI compliance regulations. Please be aware the referring party has responsibility to ensure that payment is complete.**

### RICS Bank account details:

Account number: 30786339

Sort code: 56-00-45

Swift Code: NWBK GB2L

You must provide your name, your firm name, and the date of your application. This will ensure that your payment is correctly allocated and your application is processed. Please email a copy of the remittance to [bacs@rics.org](mailto:bacs@rics.org)

### Trade Accounts

Debit my RICS trade account number: \_\_\_\_\_

Account holders will be invoiced by our finance department. To apply for an account please email [drs@rics.org](mailto:drs@rics.org)

### Mediators Fees

The appointed mediator will charge a fixed fee. **£260** per hour to maximum of 9 hours. Should the parties need more time with the independent evaluator, an hourly rate of **£275** per hour plus VAT will apply to the extra time.

### Application submitted by:

Signed (applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Submitting this application form to DRS confirms that you have read and understand the information contained in this application. Your application is accepted on this basis.

**Please return the completed application form by email to: Email: [drs@rics.org](mailto:drs@rics.org)**

RICS DRS will not always seek comments from the parties on disclosures made by potential appointees. In some cases the President/Chairman may decline to appoint someone, even if they are satisfied that the potential dispute resolver has no conflicts of interest. Before an appointment is made RICS DRS will take into account a range of factors including representations made by both parties.

### Your Privacy

We understand that your privacy and the security of your personal information is extremely important. This [Privacy Policy](#) sets out what we do with your personal information, what we do to keep it secure, from where and how we collect it, as well as your rights in relation to the personal information we hold about you.

### Explanatory notes:

- As a matter of policy RICS may forward the information contained in an application form and supplementary documentation in the case details, to the parties and/or the representatives. Details of the case will also be sent to prospective mediators to help them decide whether they can or cannot take on the nomination.
- If the matter is resolved before the mediator is appointed, you must notify RICS as soon as possible.