

# RICS Dispute Resolution Service (DRS)

## Application for the appointment of an Adjudicator – JCT Homeowner Scheme

### General information

This form is to be used to apply for the nomination of an adjudicator in connection with the JCT Building contract for homeowner/occupier(s).

Please provide sufficient information about the issues in dispute and the remedy you are seeking from an adjudicator. The adjudicator will only deal with the dispute you set out in this application.

By submitting a completed application form, you agree that RICS can provide your personal contact details to the approached and/or appointed adjudicator to allow communication with you.

This application form and any accompanying documents may be copied to the adjudicator or potential adjudicators.

Please read the rules for adjudication and explanatory note before completing and submitting this application form

**Important:** This application is made in accordance with the terms and conditions of a JCT building contract for a homeowner/occupier that was made between the parties named in this application form. .

### Applicant/referring party details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Firm name (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant/referring party representative

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Designation: \_\_\_\_\_ RICS membership number (if applicable) \_\_\_\_\_

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Direct line: \_\_\_\_\_ Email: \_\_\_\_\_

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### Responding party details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Firm name (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Responding party representative

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Designation: \_\_\_\_\_ RICS membership number (if applicable) \_\_\_\_\_

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Direct line: \_\_\_\_\_ Email: \_\_\_\_\_

### Location of dispute and works

To assist in nominating a suitable adjudicator, please provide information, including where and what the works are, what the dispute is and the amount.

Address of the project: \_\_\_\_\_

Postcode: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

The amount in dispute £ \_\_\_\_\_

### Nature of the dispute

The object of adjudication is to resolve a dispute with 21 days. To help achieve this please provide brief details of the type of work that was carried out, and a description of the matters in dispute.

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What is the dispute about?

|                                    | Quality of materials     | Quality of workmanship   | Defective design or performance | Delays/ unfinished work  | Extras to original works |
|------------------------------------|--------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| Clearance, demolitions, groundwork | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Foundations, concrete              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Brickwork, walls                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Plaster, boarding, tiles           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Woodwork, carpentry, joinery       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Windows, doors etc.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Plumbing, heating                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical, wiring                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Roofing, gutters, leaks            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| painting, decorating               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Drainage, services                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |
| Paths, fences, gates etc.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> |

If it is another area, please specify: \_\_\_\_\_

Remedy

Please explain the outcome you are seeking from the adjudication.

Conflict of Interest

RICS will take reasonable steps to ensure that the nominated adjudicator is free from conflict of interest. It is therefore essential that you provide details of the parties involved (including any companies or related entities that a prospective adjudicator would need to consider in their conflict checks). Adjudicators are required to disclose involvement or potential conflicts of interest to RICS prior to nomination. RICS will never knowingly nominate an adjudicator who has a conflict of interest.

If in your view there are any adjudicators who would have a conflict of interest regarding this matter, you should list them in the box below. Please also provide for such person, brief but clear reasons for this statement. Your attention is drawn to the decision in Eurocom Ltd -v- Siemens Plc [2014] EWHC 3710 (TCC) to the effect of misrepresentations in this statement could invalidate the nomination process in its entirety, rendering any decision made unenforceable.

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| Name | Firm | Reason |
|------|------|--------|
|      |      |        |
|      |      |        |
|      |      |        |

**Please note:** while the nominating body will give careful considerations to any representations the approver will reach their own decision as to who is nominated.

### How to pay

RICS charges an administration fee of **£144.00** inclusive of VAT to process this application. This payment is non-refundable whether or not the President/Chairman makes the appointment (e.g. if the matter is settled by agreement and the application is withdrawn).

Payment options (please tick then complete relevant section):

- Card
- RICS Bank account details:
- Trade Account

### Card payment:

A card payment can be completed online through the RICS secure portal we will provide instruction on how to do this within the formal acknowledgement communication that is sent. To help us bill the correct person on this matter. 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. Please indicate who will be making the payment e.g. referring party or the referring party representative.

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If you are using your bank or building society to pay the application fee.

### 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)

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### 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.

### Application submitted by:

I/we confirm that this application is made in accordance with the terms and conditions of a JCT Building Contract for a homeowner/occupier that was made between the parties named in this application form.

Signature:

Name:

Date:

Please tick to confirm you have read and understood the [explanatory notes](#). Your application is accepted on this basis.