

DRS2M

RICS Dispute Resolution Service (DRS)

Request for the appointment of a mediator by the President of the Royal Institution of Chartered Surveyors

General information

A mediator helps to clarify and prioritise issues, crystallise needs, reality check and assist parties in search for solutions. They are facilitators who guide and manage the parties through a process of controlled negotiations to avoid escalation of conflict. RICS has developed a robust approach to mediation known as the ACRE™ Mediation Service. This service is:

- **Analytical** – our mediators help the parties to analyse the circumstances, law, evidence, strengths and weaknesses of the issue to empower them to make pragmatic commercial settlement decisions.
- **Commercial** – our mediation encompasses wide commercial as well as narrow legal realities and so can provide a flexible settlement that courts or arbitration cannot.
- **Restorative** — our mediation focuses on restoring the business relationship between parties and is completely confidential to limit further damage.
- **Expert** — our mediators have many years' experience and expertise in the field of the dispute. They help parties reach a settlement, or narrow the issues in dispute, reducing court or arbitration costs.

Our Mediation appointment service provides the opportunity for individuals to a dispute to attempt to resolve the matter through mediation without the time and expense of taking the matter to court.

RICS Dispute Resolution Service (DRS) do not charge a referral fee for the appointment of a mediator, but the appointed mediator will charge the parties fees, and this may also include an administrative referral fee.

1. Information about the property

RICS will need sufficient information about the dispute to nominate a suitably qualified mediator.

Please provide brief details of the nature of the dispute:

Please indicate the approximate sum of money in dispute: £

How long has the dispute been going on?	
Have you previously tried to negotiate a settlement of this dispute? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details below:	
Have litigation or arbitration proceedings commenced in respect of this dispute? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details below:	
Is this a joint application? Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. 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:	Surname:	
Forename(s):		
Telephone (home):	Mobile:	
Email:		
Home address:		
Postcode:	County:	Country:

Party A's representative (if applicable)		
Title:	Surname:	
Forename(s):		
Designation:	RICS membership number: (if applicable)	
Address:		
Town/city:	Postcode:	
Telephone:	Mobile:	
Direct line:	Email:	

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Are there any other parties to this dispute?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please detail the parties below:

Party 1 (other party)		
Title:	Surname:	
Forename(s):		
Telephone (home):	Mobile:	
Email:		
Home address:		
Postcode:	County:	Country:

Party 1's representative (if applicable)	
Title:	Surname:
Forename(s):	
Designation:	RICS membership number: (if applicable)
Address:	
Town/city:	Postcode:
Telephone:	Mobile:
Direct line:	Email:

Party 2 (other party)		
Title:	Surname:	
Forename(s):		
Telephone (home):	Mobile:	
Email:		
Home address:		
Postcode:	County:	Country:

Party 2's representative (if applicable)	
Title:	Surname:
Forename(s):	
Designation:	RICS membership number: (if applicable)
Address:	
Town/city:	Postcode:
Telephone:	Mobile:

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Please return the completed application form by email or post to:
RICS Dispute Resolution Services, 55 Colmore Row, Birmingham B3 2AA
Email: drs@rics.org Tel: +44(0)207 334 3806

Your privacy

RICS takes the privacy and security of the personal information you provide very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations (EC Directive 2003). RICS will not use the information you provide in this application to contact you with offers of products and services. Nor will RICS share your information with third parties for the purpose of sending you details of offers of products and services.

Explanatory notes

- RICS has a duty to act independently and transparently when appointing a dispute resolver. On receipt of a request, DRS will select a suitability qualified RICS Accredited Mediator who is free from conflicts of interest.
- It is vital that you complete all sections of the application form; incomplete sections may result in delays and an inappropriate nomination.
- 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 in dispute 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 dispute is resolved before the mediator is nominated, you must notify RICS as soon as possible.
- RICS DRS acts in an administrative capacity and will make an appointment in accordance with your application
- Your application will be processed on the basis that that appointments are often made on behalf of the President/Chairman of RICS by one of his/her duly appointed agents.
- 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 he 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.