



# RICS Dispute Resolution Service (DRS)

Request for contact details of third party dispute resolvers

## General Information

This application form provides the request for suggestions of third party dispute resolvers to help parties agree an individual privately.

RICS will make independent suggestions of three\* suitably qualified individuals based on information provided by a requesting party. RICS will provide contact details of the suggested parties but this will not be a formal appointment/nomination by the President of RICS.

**\*Please note:** RICS dispute resolution services aim to supply details of three potential dispute resolvers. However, on occasions this may not be possible due to the nature of the dispute, locality and availability of dispute resolvers. However, one of the Case Officers will contact the parties if this is not possible.

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## Notes to consider before completing this application

RICS will use the information you provide to identify suitably qualified persons who may be able to act in your particular case. To ensure referrals are made quickly and efficiently it is important that you complete all sections of the request form.

If you are aware of any persons who have a conflict of interest, please provide details.

A fee of £180 (inc VAT) is charged for this service. To make a credit/debit card payment please telephone the DRS Helpline: 0207 334 3806. Payment can also be made by cheque.

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## Information about the property in dispute (if relevant)

We need to know the nature and location of the property to aid the referral of name(s) of appropriately qualified and experienced dispute resolvers. Please provide the full postal address including the post code (even it is only the first half of the code)

Address:

Town/city:

Postcode:

Brief description of the property (e.g. residential/commercial). If it is a construction dispute please give details of the location and works. Also include the permitted use and any other relevant information:

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## Capacity of the dispute resolver required (please tick)

Arbitrator	<input type="checkbox"/>	Adjudicator	<input type="checkbox"/>	Valuer	<input type="checkbox"/>
Independent Expert	<input type="checkbox"/>	Expert witness	<input type="checkbox"/>	Mediator	<input type="checkbox"/>
Other	<input type="checkbox"/>				

If other please state:

### Information about the requesting party

Normally communications from DRS are sent by email. Therefore, please provide email address.

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

### Professional background of the dispute resolver

Please indicate any specific requirement (as detailed in the contract or agreed between the parties) relating to the potential dispute resolver, for example: experience, qualifications, time restrictions or if the decision requires reasons.


### Conflicts of interest

If, in your view, there are any individuals 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 appointment process in its entirety, rendering any decision/award made unenforceable.

Name	Firm	Reason

**Please note:** while RICS will give careful consideration to any representations the approver will reach his/her own decision as to who is appointed.

### How to pay:

RICS charges an administrative fee of £180.00 inclusive of VAT to provide a referral of names. This payment is non-refundable.

#### You can choose to pay by the following:

- Providing a cheque made payable to RICS. Please detail your name and postcode on the reverse so that the payment can be allocated.
- A card payment. One of our advisors will contact you to arrange payment. Please tick this box:
- By 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 and post code. 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**

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.

**Application submitted by:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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: [drs@rics.org](mailto: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.