**FORM OF APPLICATION FOR NOMINATION OF A PERSON TO ACT AS ADJUDICATOR**

Regarding the agreement dated ………………………………(the Contract) and made between …………………

………………………………………………………………….of the one part AND……………………………………..

……………………………………………………of the other part

**Whereas**

1. a dispute or difference has arisen under the Contract

2. the applicant is entitled to refer the dispute or difference to the adjudication of a person nominated by the RIBA/President of the RIBA

3. a Notice of Adjudication has been given to the other party

I/We hereby apply to the **RIBA/President of the RIBA\*\*** for the nomination of a person to act as adjudicator and enclose a copy of the above mentioned notice of adjudication together with a cheque (made out to “Royal Institute of British Architects”) for the Administration Fee.

* The standard Administration Fee is £300 plus VAT.
* The Administration Fee for disputes arising under the JCT Building Contract for a Home Owner/Occupier or the RIBA Domestic Building Contract/Professional Services Contract is £120 plus VAT.
* The Administration Fee for parties using the CIC Low Value Disputes Model Adjudication Procedure (CIC LVD MAP) is £250 plus VAT.

STATEMENT OF PARTICULARS

Name and address of Referring Party Name and address of Other party

Address:……………………………………………. Address:…………………………………………...

………………………………………………………. ……………………………………………………...

………………………………………………………. ……………………………………………………...

Contact name………………….………………….. Contact name:…………………………………….

Email:……………………………………………….. Email:………………………………………………

Tel:..................................................................... Tel:....................................................................

Representative (if applicable) Representative (if applicable & known)

Contact name………………….………………….. Contact name………………….…………………..

Email:………………………………………………. Email:………………………………………………

Tel:................................................................... Tel:.....................................................................

Name of Contract Administrator (if any):………………………………………………………………….

Brief outline of the matter in dispute (e.g. quality of workmanship, claim for extension of time, valuation of works, entitlement to fees):……………………………………………………………………………………………………………….

Estimated value of dispute (if applicable):……………………………………………………………….

Where the dispute has arisen (location): ……………………………………………………………….

The contract is/is not\*\* a standard form issued by the Joint Contracts Tribunal (JCT).

If JCT, state which form of contract:……………………………………………………………………..

Preferred profession of Adjudicator:……………………………………………………………………..

(Please note: this is for guidance only. The RIBA is not bound by this preference)

Signed:……………………………………………………………… Date:……………………………..

Print name:………………………………………………………………………………………………….