



**Royal Institute of British Architects**

[Form SP/1]

STATEMENT OF PARTICULARS: JCT or other Main Building Contract

This form is to be completed by or on behalf of the applicant/s and returned with the completed Application Form and Administration Fee (see RIBA Procedure Note).

*This column to be completed*

Name and address of EMPLOYER:	1.	
Name and address (and file reference) of Solicitors/Agent (if any) acting on behalf of Employer:	2.	
Name and address of CONTRACTOR:	3.	
Name and address (and file reference) of Solicitors/Agent (if any) acting on behalf of Contractor:	4.	
Name and address of ARCHITECT (or Contract Administrator/Supervising Officer) appointed by Employer (and name of quantity surveyor and/or consulting engineer where relevant):	5.	
Description and location of building work:	6.	
Amount of Contract Sum	7.	
Brief outline of the matter(s) in dispute (e.g. quality of workmanship; claim for extension of time) stating which party is the Claimant and which party is the Respondent:  Tick box if a matter in dispute has been the subject of adjudication (for RIBA records) <input type="checkbox"/>	8.	
Approximate sum of money in dispute:	9.	

cont...

*This column to be completed*

Preferences as to venue for arbitration hearing: (a) Contractor  (b) Employer	10.	(a)  -----  (b)
Title of Contract Form (if applicable): <u>In the case of a JCT Contract</u> (see Procedure Note) state the particular edition and date of revision of the contract form which applies. <u>In other cases a copy of the arbitration agreement or contract containing it should be supplied.</u>	11.	
State whether the contract was signed by (or on behalf of) both parties:	12.	
If a unilateral application, confirmation that (a) the contract/arbitration agreement provides for the President RIBA to appoint an arbitrator, and (b) a written request* to concur in the appointment of an arbitrator specifying the matter in dispute has been given <u>direct to the other party</u> : * <u>A copy of the notice of arbitration and of the reply (if any) should be attached</u> (for RIBA records). <u>In the case of a JCT Contract</u> , or similar, any notice by the Contractor should be given to the Employer, <u>not</u> the Architect.	13. (a)  (b)	
<u>In the case of a JCT Contract</u> (a) confirmation that 'practical completion' has occurred <u>or</u> that arbitration on the dispute may be opened: (b) confirmation that the Final Certificate: <u>either</u> has NOT been issued <u>or</u> HAS been issued, stating the date of issue:	14. (a)  (b)	
Which rules apply to this arbitration? <i>Eg JCT Arbitration Rules (1988), JCT 1998 edition of the Construction Industry Model Arbitration Rules</i>	15.	
Confirmation that all the requirements of the contract or agreement concerning opening an arbitration have been fulfilled:	16.	
Name(s) and address(es) of any other party(ies) in related arbitral proceedings on the same project	17.	
This Statement of Particulars submitted by:	18.	
Date:	19.	

Footnote: See Note (1) of RIBA Procedure note AP/1 in a case where a Sub-Contractor is making an application in the name of the Main Contractor.