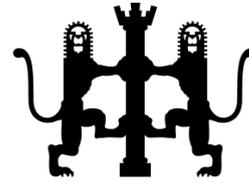


## RULES FOR ADJUDICATION

For use with the JCT Building contract for a home owner/occupier and JCT Consultancy agreement for a home owner/occupier



Royal Institute of British Architects

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### Generally

1. These adjudication rules apply to disputes which arise between the customer and the contractor (sometimes referred to as the parties) under the Building contract for a home owner/occupier (“the building contract”). These adjudication rules also apply to disputes between the customer and the consultant under the Consultancy agreement for home owner/occupier. Where this is the case the rules shall be read with ‘the consultancy agreement’ being substituted for ‘the building contract’ and ‘consultant’ being substituted for ‘contractor’.
2. The customer or the contractor can apply for adjudication on any dispute which arises under the building contract from the date the work starts until 6 years after it has finished.
3. An adjudicator can be appointed either by the Royal Institute of British Architects (RIBA), the Royal Institution of Chartered Surveyors (RICS) or the National Specialist Contractors Council (NSCC). Each of these bodies is called an appointing body.

### Applying for an adjudicator

4. If the customer or the contractor wants to have a dispute decided by an adjudicator they must complete the application form and send it with a payment of £120 plus VAT<sup>[1]</sup> to one of the above appointing bodies<sup>[2]</sup>. (The payment covers the appointing body’s administration costs).
5. Within 48 hours of receiving the application the appointing body will confirm receipt in writing to both customer and contractor.
6. The appointing body will appoint an adjudicator within 7 days of giving written confirmation of receipt of the application.
7. If the customer and the contractor have each applied for adjudication about the same dispute, but each has applied to a different appointing body, the adjudicator will be appointed by the appointing body whose date of confirmation of receipt of the application is the earlier.
8. If either the customer or the contractor applies for adjudication but the other person starts court proceedings about the same dispute, the adjudication can still go ahead pending settlement of the dispute by the court.
9. Once an adjudicator is appointed the role of the appointing body is at an end, and all further communications must be made directly to the adjudicator.

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<sup>[1]</sup> Prices may vary. Please contact the relevant body.

<sup>[2]</sup> See restriction in the building contract as to the choice of appointing body.

## **Costs of adjudication**

10. The adjudicator will charge an hourly fee for their services. The adjudicator will tell the customer and the contractor, before beginning the adjudication process, what the fee will be. The amount of fee will depend on the complexity of the issues in dispute, but will not exceed £150 per hour (exclusive of VAT) up to a maximum of 15 hours. This is regardless of how many additional hours the adjudicator actually spends on the adjudication.
11. When the adjudicator makes their decision the adjudicator will state whether the customer or the contractor is to be responsible for paying their fees, or whether payment is to be divided between them in a proportion that the adjudicator decides.
12. The adjudicator can also order that the application payment of £120 plus VAT made by one party should be reimbursed by the other party.
13. If the party responsible for paying any or all of the adjudicator's fees does not pay them, the adjudicator can take court proceedings against that party to recover the amount not paid. The adjudicator will not claim that unpaid amount from the other party.
14. The customer and the contractor will be responsible for their own costs in preparing for the adjudication, e.g. costs for professional advice and getting documents together.

## **Powers and duties of the adjudicator**

15. As soon as possible after their appointment the adjudicator will notify the customer and the contractor that they will be carrying out the adjudication. At this point they may ask them for information about the dispute.
16. The adjudicator will act fairly between the customer and the contractor, and will carry out the adjudication by reference to the terms of the building contract.
17. If they wish, the adjudicator can visit the premises where the work has been carried out. The visit will be at a time when both the customer and the contractor are expected to be present. During the visit the adjudicator can examine the work. They can ask questions about the dispute. The customer and the contractor will co-operate with the adjudicator and give any information needed.
18. If either party chooses not to be present when the adjudicator visits the premises, the adjudicator can go ahead in their absence.
19. If the dispute is about payment, the adjudicator can order the customer to pay the contractor, with interest, any amount which he decides is appropriate. The adjudicator can also order the contractor to repay the customer, with interest, any money which they decide is appropriate.

The rate of interest will be no more than 5% per annum above the official dealing rate of the Bank of England current at the date when the adjudicator considers that interest should apply and will run for such period as the adjudicator thinks fit.

## **The adjudicator's decision**

20. The adjudicator will give a decision in writing no later than 21 days after being appointed. The adjudicator will send a copy of his decision to the customer and the contractor.
21. The adjudicator is not required to give reasons for the decision.
22. The customer and the contractor must follow the adjudicator's decision as part of their obligations under the building contract, unless and until either party obtains a court judgment about the dispute which is different from the decision of the adjudicator.

**Application forms to appoint an adjudicator are available from:**

**The Royal Institution of Chartered Surveyors  
Dispute Resolution Service  
Surveyor Court  
Westwood Way  
Coventry  
CV4 8JE  
Phone: 020 7222 7000  
Fax: 020 7334 3802  
E-mail: [drs@rics.org.uk](mailto:drs@rics.org.uk)**

or

**Royal Institute of British Architects  
Adjudication Administrator  
66 Portland Place  
London  
W1N 4AD  
Phone: 020 7307 3649  
Email: [adjudication@riba.org](mailto:adjudication@riba.org)**

or

**National Specialist Contractors Council  
London House  
22 - 25 Finsbury Square  
London  
EC2A 1DX  
Phone: 0844 249 5351  
Fax: 0844 249 5352  
E-mail : [enquiries@nsc.org.uk](mailto:enquiries@nsc.org.uk)**