

**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 of £300 plus VAT (or £120 plus VAT for disputes arising under the JCT Building Contract for a Home Owner/Occupier). On receipt of payment, a receipted invoice will be sent directly to the applicant.

**STATEMENT OF PARTICULARS**

Name and address of Referring Party

Address:.....

Name and address of Other party

Address:.....

Contact name.....

Email:.....

Tel:.....

Contact name:.....

Email:.....

Tel:.....

Representative (if applicable)

Email:.....

Tel:.....

Representative (if applicable & known)

Email:.....

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):

.....

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:.....

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

Print name:.....

\*\* *Delete as applicable*

**DISCLAIMER**

The RIBA, its servants or agents, shall not be liable for anything done or omitted in respect of this application unless the act or omission is shown to have been in bad faith and shall not be liable for anything done or omitted by any person nominated, his servants or agents, whether in the discharge or purported discharge of his functions as adjudicator or otherwise.