

DRS1/DB

# RICS Dispute Resolution Service (DRS)

Request for the Appointment of a member, or members, of a Dispute Adjudication Board (DAB), a Dispute Board (DB), or a Dispute Avoidance/Adjudication Board (DAAB).

## Information about the project

Project name \_\_\_\_\_

We need to know the nature of the project to aid the selection of an appropriately qualified and experienced dispute resolver.

Preferred location for the meeting (if any) \_\_\_\_\_

## Information about the parties and their representatives

Please ensure the full details of the parties are correctly stated including contact details. Errors in this information may lead to an inappropriate or unsuccessful appointment. Incorrect information will prevent the proposed dispute resolver conducting a thorough check for any potential conflicts of interest. The parties' professional representatives must be stated. RICS DRS will forward all relevant correspondence to them. Communications from RICS are sent by email so it is important you provide email addresses and contact numbers. The responsibility for collecting correct contact details lies with the applicant.

### Owner's details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Designation: \_\_\_\_\_ RICS membership number (if applicable) \_\_\_\_\_

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Direct line: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor's details**

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Designation: \_\_\_\_\_ RICS membership number (if applicable) \_\_\_\_\_  
Firm name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Direct line: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Management Consultancy details (if applicable)**

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Designation: \_\_\_\_\_ RICS membership number (if applicable) \_\_\_\_\_  
Firm name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Direct line: \_\_\_\_\_ Email: \_\_\_\_\_

**Professional Skills**

Please provide details of any preference for the Dispute Board Member's background and skills

## Conflict of Interest

If there are any individuals who in your view would have a conflict of interest in this case, you should list them below. Please also provide for each 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 the misrepresentation in this statement could void the process in its entirety, rendering any outcome made by the dispute resolver unenforceable.

Name	Firm	Reason

**Please note:** While the President/Chairman will give careful consideration to any representations, they will reach their own decision as to who is appointed.

## How to pay

RICS charges an administration fee of **£425.00** inclusive of VAT to process an appointment. This payment is non-refundable whether or not the President/Chairman makes the appointment (e.g. if the matter is settled by agreement and the application is withdrawn). If RICS is requested to make a further appointment because of a technical error by the applicant party, a charge of 50% of the application fee will be payable.

Payment options (please tick then complete relevant section):

- Card
- RICS Bank account details:
- Trade Account

### Card payment:

A card payment can be completed online through the RICS secure portal we will provide instruction on how to do this within the formal acknowledgement communication that is sent. To help us bill the correct person on this matter. Please be aware the referring party has responsibility to ensure that payment is complete. Please indicate who will be making the payment e.g. applicant party representative or their client. RICS is unable to accept credit or debit card details by email due to PCI compliance regulations.

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### RICS Bank account details:

Account number: 30786339

Sort code: 56-00-45

Swift Code: NWBK GB2L

You must provide your name, your firm name, and the postcode of the property in dispute. 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](mailto:bacs@rics.org)

### Trade Accounts

Account holders will be invoiced by our finance department. To apply for an account please email [drs@rics.org](mailto:drs@rics.org)

### Application submitted by:

Signature \_\_\_\_\_

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

Firm name: \_\_\_\_\_

Date: \_\_\_\_\_

Please tick to confirm you have read and understood the [explanatory notes](#). Your application is accepted on this basis.

### Your Privacy

We understand that your privacy and the security of your personal information is extremely important. This [Privacy Policy](#) sets out what we do with your personal information, what we do to keep it secure, from where and how we collect it, as well as your rights in relation to the personal information we hold about you.