

DRS/RCAP

RICS Dispute Resolution Service (DRS)

Request for the appointment of an impartial professional person (IPP) to carry out a Rural CAP

- Information on the RICS Rural Conflict Avoidance Process is available in the user guide
- This form and any accompanying documents may be copied to potential IPPs and the other parties named in the application.

Applicant

Firm Name: _____
Primary point of contact – full name _____
Business Address: _____
Town/City: _____ Postcode: _____
Email: _____ Telephone: _____

Non-applicant

Firm Name: _____
Primary point of contact – full name _____
Business Address: _____
Town/City: _____ Postcode: _____
Email: _____ Telephone: _____

Description of issue(s)

Please provide the following information:

- Brief description of the issue(s) in the emerging dispute including location
- A description of the matter(s) on which the parties disagree and seek advice and impartial recommendations on
- Details of any statutory or contractual provisions which may be relevant to the matter(s)
- Details of any relief sought and basis for claiming said relief.

Estimated value of any potential issue(s) (if relevant)

Please state below the estimated value of any potential issues were matters to proceed to more formal methods of dispute resolution. If not relevant, please leave blank.

Required qualifications

Please provide details of professional qualification and experience required of the IPP.

Conflict of Interest

RICS will take reasonable steps to ensure that the IPP is free from conflict of interest. It is therefore essential that you provide details of the parties (including any parent and/or subsidiary companies or related entities that a prospective appointee would need to consider in their conflict checks).

If in your view there are any potential dispute resolvers who would have a conflict of interest in this case, you should list them below. Please also provide for each such person brief but clear reasons for this statement.

Name	Firm	Reason

How to pay

RICS charges an administration fee of **£195** + VAT to process an application. This payment is non-refundable whether or not RICS makes the appointment (e.g. if the matter is settled by agreement and the application is withdrawn).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 applicant party has responsibility to ensure that payment is complete. RICS is unable to accept credit or debit card details by email due to PCI compliance regulations.

RICS Bank account details:

Account number: 30786339
Sort code: 56-00-45
Swift Code: NWBK GB2L

Please give your name, firm, 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

Trade Accounts

Account holders will be invoiced by our finance department. To apply for an account please email drs@rics.org

Application submitted by:

I/We request RICS to appoint a qualified impartial professional person (IPP) to assist in the matter(s) described in this application. If it is a joint application each party should complete this section.

Applicant Signature: _____

Name: _____

Firm name: _____ Date: _____

Non-applicant signature: _____

Name: _____

Firm name: _____ Date: _____

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

Please return the completed application form by email to drs@rics.org

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.