

DRS2MC

RICS Dispute Resolution Service (DRS)

Request for the appointment of a mediator pursuant to Court Directions.

General Information

This application is to be used where a Court considers that a claim is suitable for the parties to resolve their dispute by non-court dispute resolution such as mediation.

Applicant details

If you are professionally represented, e.g. by a lawyer or surveyor, please also provide details of the representative(s) below. DRS will normally correspond with your professional representative by email, unless you specify otherwise.

Party A (the applicant)

Title: _____ First name: _____ Last name: _____
Telephone: _____ Mobile: _____
Email: _____
Home address: _____
Postcode: _____ County: _____ Country: _____

Party A's representative (if applicable)

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

Party B (other party)

Title: _____ First name: _____ Last name: _____
Telephone: _____ Mobile: _____
Email: _____
Home address: _____
Postcode: _____ County: _____ Country: _____

Party B representative (if applicable)

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

Information about the dispute

RICS will need sufficient information about the dispute so to nominate a suitably qualified mediator.

Please provide brief details of the nature of the dispute:

Please indicate the approximate sum of money in dispute: £ _____
How long has the dispute been going on? _____
Date of court direction which ordered the parties to mediate: _____
Date until which proceedings have been stayed: _____

Professional background of the mediator

Please let us know if there are any particular requirements you wish us to consider in nominating the mediator for example: (experience, qualification's, time restrictions).

(If there are no requirements please state none):

Conflict of Interest

RICS will take reasonable steps to ensure that the appointed mediator is free from conflict of interest and totally independent. The mediator is required to disclose any involvement to RICS prior to nomination. RICS will never knowingly nominate a mediator who has a conflict of interest.

If in your view there are any individuals who would have a conflict of interest regarding this matter, you should list them in the box below. Please also provide for such person, brief but clear reasons for this statement.

Name	Firm	Reason

Please note: while RICS will give careful considerations to any representations the approver will reach their own decision as to who is appointed.

Mediators Fees

The mediation fee covers RICS' administrative costs and the mediator's professional fee for undertaking the mediation. Each party will normally be expected to pay half of the mediation fee. RICS will then recoup an administration fee from the mediator for any matter over £5,000.

Amount in dispute*	Mediation fee
£5,000 or less	£400 (£200 x 2) + VAT
£5,000 - £25,000	£1000 (£500 x 2) + VAT
£25,000 to £100,000	£2,500 (£1,250 x 2) + VAT

*If the parties require an in-person mediation hearing, they will bear any additional costs such as the mediator's reasonable travel costs, room hire, refreshments etc. These costs (or the basis on which they will be calculated if costs are not available) will be made known to the parties and agreed prior to the face-to-face hearing.

Application submitted by:

Signed (party A):

Date:

Signed (party B):

Date:

Submitting this application form to DRS confirms that you have read and understand the information contained in this application. Your application is accepted on this basis.

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:

Email: drs@rics.org **Tel:** +44 (0) 207 334 3806

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.