

# RICS Expert Witness Accreditation Service (EWAS)

## Skills Form – RICS Accredited Expert Witness

[Confidential to applicant, RICS, the referees and the RICS EWAS Assessment Panel] Please read the relevant criteria and guidance to the criteria before completing this form.

### 1. Personal details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Forename[s]: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ RICS Membership number (if applicable): \_\_\_\_\_

Gender:  Male  Female

Home address: \_\_\_\_\_

\_\_\_\_\_

Postal code: \_\_\_\_\_ County: \_\_\_\_\_

Country: \_\_\_\_\_

Please give details of any languages in which you are fluent: \_\_\_\_\_

\_\_\_\_\_

### 2. Employment details

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

Postal code: \_\_\_\_\_ County: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ Telephone (direct line): \_\_\_\_\_

Mobile (work): \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate your preferred correspondence address (please note all communication will be sent to this address):  Home  Business

### 3. Nature of current employer and your current role

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### 4. Details of previous relevant employment history

Please include length of service.

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### 5. Details of your own professional work and general expertise

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### 6. Academic qualifications

Please provide details of your academic qualifications.

| Name of university/institution | Name of qualification | Date achieved |
|--------------------------------|-----------------------|---------------|
|                                |                       |               |
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|                                |                       |               |
|                                |                       |               |
|                                |                       |               |

### 7. Expert witness training

[Please complete this section only if you are applying to become an RICS Accredited Expert Witness. If this is an application for reassessment, go to Section 9].

Indicate which competencies you had successfully assessed:

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Competency A: Managing clearly the expectations of those who appoint you | Date of completion _____ |
| <input type="checkbox"/> Competency B: Assembling accurately the materials you need to function   | Date of completion _____ |
| <input type="checkbox"/> Competency C: Constructing a comprehensive expert report                 | Date of completion _____ |
| <input type="checkbox"/> Competency D: Cooperating productively with other experts                | Date of completion _____ |
| <input type="checkbox"/> Competency E: Delivering effective expert evidence in court              | Date of completion _____ |

**B)** If you have received expert witness training elsewhere, please complete the table below.

| Name of university/institution | Name of qualification | Date achieved |
|--------------------------------|-----------------------|---------------|
|                                |                       |               |
|                                |                       |               |
|                                |                       |               |
|                                |                       |               |

**For office use only**

**8. Senior status in the EW field**

[Please complete this section only if you are applying to become an RICS Accredited Expert Witness. If this is an application for reassessment, go to Section 9.]

If you cannot show recent training under Section 7 above, but consider that such training is unnecessary in your case, please provide comprehensive information showing clearly that you have exceptional standing and experience in the EW field. You may wish to refer to publications, commendations etc. Continue on a separate page[s] if required.

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**9. Professional membership**

Please provide details of your relevant professional body membership – eg RICS; CI Arb, etc.

| Name of organisation | Current grade | How membership was achieved [e.g. examination] | Date achieved |
|----------------------|---------------|--|---------------|
|                      |               |  |               |
|                      |               |  |               |
|                      |               |  |               |
|                      |               |  |               |

If not previously provided, proof of membership [other than of RICS], will be required e.g. a membership confirmation letter or a copy of a certificate.

## 10. Expert activities and profile

If you are registered with or listed on any expert witness organisations or directories, please state which and your date of joining.

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## 11. Expert witness experience and court appearances

### During your career as an expert witness ...

How many expert reports have you written? \_\_\_\_\_

How many times have you prepared evidence for a court/other tribunal? \_\_\_\_\_

How many times have you given oral evidence? \_\_\_\_\_

Please indicate the range of courts/tribunals at which you have presented oral evidence

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### In the last five years ...

How many expert reports have you written? \_\_\_\_\_

How many times have you prepared evidence for a court/other tribunal? \_\_\_\_\_

How many times have you given oral evidence? \_\_\_\_\_

Please indicate the range of courts/tribunals at which you have presented oral evidence

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Please provide brief details of any experience in the last five years of acting as an expert witness. Include year, value, complexity and type of the dispute, the tribunal, the role you performed, who appointed you (e.g. solicitors, clients), if expert meetings and joint statements occurred, if reports were exchanged. Continue on a separate page(s) if required.

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Please submit details of matters before a court or other tribunal in which you have appeared as an expert witness in the last five years. Continue on a separate page[s] if required. (If this information is not available, please explain why.)

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**12. Please summarise in no more than 150 words the reasons why you consider yourself suitable to become an RICS Accredited Expert Witness**

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**13. CPD**

Please submit with this form evidence that you have complied with the CPD requirements as specified in the applicable criteria.

**14. Expert witness report**

Please submit with this form one expert witness report prepared by you in the last five years as specified in the applicable criteria.

**15. Expert witness CV**

Please submit with this form CV specific to your role of an expert witness. For details, please refer to the applicable criteria.

**16. Please set out any other relevant information:**

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**17. Expert witness expertise**

Please indicate below, the areas in respect of which you would be recognised by your peers as having experience and expertise sufficient to allow RICS to hold you out as an expert in your field of primary professional practice as well as being a person able to competently discharge the role of an expert witness.

General area

Commercial/valuation \_\_\_\_\_

Construction \_\_\_\_\_

Rural \_\_\_\_\_

## Areas of specialism

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Antiques and Fine Art             | <input type="checkbox"/> Geomatics                     | <input type="checkbox"/> Project Management                |
| <input type="checkbox"/> Boundary Disputes and Party Walls | <input type="checkbox"/> Leasehold Enfranchisement     | <input type="checkbox"/> Residential Management            |
| <input type="checkbox"/> Building Surveying                | <input type="checkbox"/> Leisure Property              | <input type="checkbox"/> Residential Valuation and Reports |
| <input type="checkbox"/> Commercial Property               | <input type="checkbox"/> Licensed Property             | <input type="checkbox"/> Retail                            |
| <input type="checkbox"/> Construction Disputes             | <input type="checkbox"/> Management Consultancy        | <input type="checkbox"/> Retail Property                   |
| <input type="checkbox"/> Corporate and Personal Recovery   | <input type="checkbox"/> Minerals and Waste Management | <input type="checkbox"/> Rural                             |
| <input type="checkbox"/> Dilapidations                     | <input type="checkbox"/> Planning                      | <input type="checkbox"/> Valuation                         |
| <input type="checkbox"/> Environment                       | <input type="checkbox"/> Planning and Development      | <input type="checkbox"/> Valuation and Reports             |
| <input type="checkbox"/> Facilities Management             | <input type="checkbox"/> Plant and Machinery           | <input type="checkbox"/> Other (please specify) _____      |
| <input type="checkbox"/> Fenestration                      | <input type="checkbox"/> Professional Negligence       | _____  |

## 18. Geographical areas of work

In which area(s) are you able to act as an Expert Witness? (please tick)

- |   |   |
|---|---|
| <input type="checkbox"/> Northern Ireland   | <input type="checkbox"/> South East<br>(Kent, East Sussex, West Sussex, Surrey, Hampshire, Oxfordshire and Buckinghamshire; unitary authorities of Bracknell Forest, the Medway Towns, Reading, Slough, West Berkshire, Windsor and Maidenhead, Wokingham, Milton Keynes, Southampton, Portsmouth, Brighton and Hove, the Isle of Wight, the Channel Islands) |
| <input type="checkbox"/> Wales  | <input type="checkbox"/> East of England<br>(Norfolk, Suffolk, Cambridgeshire, Bedfordshire, Hertfordshire, Essex; unitary authorities of Thurrock, Luton, Southend-on-Sea, Peterborough)   |
| <input type="checkbox"/> Scotland   | <input type="checkbox"/> West Midlands<br>(Shropshire, Worcestershire, Herefordshire, Warwickshire and Staffordshire; unitary authorities of Stoke-on-Trent, Wolverhampton, Walsall, Sandwell, Dudley, Birmingham, Solihull, Telford, Coventry, Wrekin)   |
| <input type="checkbox"/> Channel Islands  | <input type="checkbox"/> East Midlands<br>(Northamptonshire, Derbyshire, Nottinghamshire, Leicestershire, Lincolnshire; unitary authorities of Derby, Leicester, Nottingham, Rutland)   |
| <input type="checkbox"/> England<br>(Note: if you tick this box you are automatically treated as available to accept assignments in all the areas covered below, and your profile will appear in any results list from an online search request specifying 'England')   | <input type="checkbox"/> Yorkshire and Humber<br>(North Yorkshire; unitary authorities of East Riding of Yorkshire, York, Bradford, Leeds, Calderdale, Kirklees, Wakefield, Barnsley, Doncaster, Sheffield, Rotherham, Kingston upon Hull, North Lincolnshire, North East Lincolnshire)   |
| <input type="checkbox"/> London<br>(32 London Boroughs, City of London)   | <input type="checkbox"/> Other (please specify) _____   |
| <input type="checkbox"/> North East<br>(Northumberland, Durham; unitary authorities of Newcastle upon Tyne, North Tyneside, South Tyneside, Gateshead, Sunderland, Hartlepool, Stockton on Tees, Darlington, Middlesbrough, and Redcar and Cleveland)   |   |
| <input type="checkbox"/> North West<br>(Cumbria, Lancashire, Cheshire; unitary authorities of Sefton, Wirral, Liverpool, Knowsley, St Helens, Wigan, Bolton, Bury, Rochdale, Oldham, Salford, Manchester, Tameside, Trafford, Stockport, Blackburn with Darwen, and Blackpool, Halton, Warrington, and the Isle of Man) |   |
| <input type="checkbox"/> South West<br>(Cornwall, Devon, Somerset, Dorset, Wiltshire and Gloucestershire, the Isles of Scilly; unitary authorities of South Gloucestershire, Bristol, North Somerset, Bath and North East Somerset, Poole, Bournemouth, Swindon, Torbay)  |   |

Please note: During the panel interview you will be asked probing questions about your knowledge of and experience with the rules which apply in the jurisdiction where you intend to practise as an expert witness.

## 19. Referees

Your skills form must include contact details and signatures of two referees who can support your application. Your referees must have significant standing in the expert witness field [such as solicitors or other Accredited Expert Witnesses]. DRS will obtain written references prior to the interview and will forward these to the interview board. The referees will be asked to comment on your standing in the profession, your knowledge, expertise and expert witness experience. A member of the interview panel may speak to the referees prior to the interview. RICS also reserves the right to make wider enquiries among your colleagues or clients etc where it regards this as appropriate.

### Referee 1:

#### In what capacity do you know the applicant?

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Name (Block capitals): \_\_\_\_\_

RICS Membership number (if applicable): \_\_\_\_\_

Grade (please tick):  FRICS  MRICS  non-member  Other qualification (please specify): \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

I confirm that the information provided by the applicant within this application is to the best of my knowledge correct, and that RICS DRS may contact me as a referee.

Referee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Referee 2:

#### In what capacity do you know the applicant?

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Name (Block capitals): \_\_\_\_\_

RICS Membership number (if applicable): \_\_\_\_\_

Grade (please tick):  FRICS  MRICS  non-member  Other qualification (please specify): \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

I confirm that the information provided by the applicant within this application is to the best of my knowledge correct, and that RICS DRS may contact me as a referee.

Referee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 20. Declaration

I declare that I have access to, a full working knowledge of, and comply with the following: [Reference to RICS Professional Standards relates to the most recent editions.]

- RICS Professional Standards for surveyors acting as expert witnesses [available on rics.org]
- RICS Professional Standards for surveyors acting as advocates [available on rics.org]
- National Justice Compania Naviera SA v Prudential Assurance Co Ltd [‘the Ikarian Reefer case’] [1993] 2 EGLR 183, as updated by Anglo Group Plc v Winther Browen & Co Ltd [2000]
- The Civil Evidence Act 1995 or relevant local law [please specify if applicable]: \_\_\_\_\_
- Part 35 of the Civil Procedure Rules 1998 and its Practice Direction and the Guidance for the Instruction of Experts to give Evidence in Civil Claims or local equivalent [please specify if applicable]: \_\_\_\_\_
- In Scotland, the procedural rules relevant to the court in which you are instructed.
- Rules which apply in the jurisdiction where I intend to practise as an expert witness.

I declare that I have knowledge and understanding of all procedural rules governing judicial and quasi-judicial bodies relevant to my sphere of work. [For the avoidance of doubt, such bodies include courts, tribunals (e.g. Lands Tribunal), committees, inspectors, adjudicators, arbitrator and independent experts, but not mediators].

I declare that I have appropriate professional indemnity insurance specific to the work that I am undertaking.

Unless previously disclosed to RICS DRS, please disclose below full details of the following where applicable:

- Any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction.
- Any disciplinary proceedings or adverse findings made against you by RICS or by another regulatory body within the last 5 years or which are pending.
- Whether you are an undischarged bankrupt or have been sequestered
- Whether you have in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts [such as an Insolvency Voluntary Arrangement].

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I certify that the information provided in this application form is true and accurate to the best of my knowledge.

I understand and accept that if at any time RICS discovers that I have failed to disclose any information or that I have provided false information, it will have the right to remove me from the President’s Panel with immediate effect [with no further obligation to refund any subscription or other fees]; and that this may also lead to investigation by RICS Regulation.

Applicant’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are included on the RICS President’s Panel of Accredited Expert Witnesses, how you would like your details to appear on the Register?

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

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

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

Email: \_\_\_\_\_



## 21. Data Protection

RICS DRS would like to use the contact details that you have provided to notify you about dispute resolution/avoidance conferences, events, products, services and training (some of which may complement your CPD requirements). RICS DRS will not share your contact details with any third party organisations.

**If you wish to receive these communications, please tick here.**

## 22. Candidate's check list

| Have you:  | Candidate check   | Office check  |
|--|---|---|
| Attached copies of your CPD records  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Provided one expert witness written report   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Attached your expert witness CV  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Paid the assessment fee  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Provided proof of membership of professional bodies other than RICS <small>(if applicable)</small> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

If any of the required information is missing, please explain why:

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**For office use only**

## 23. Assessment Fee

The fee for the assessment interview is £450+VAT. You will be provided with a link to pay online.

Please return the completed form and attachments

- By email to [drseducation@rics.org](mailto:drseducation@rics.org)