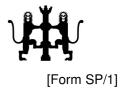
## **Royal Institute of British Architects**



## STATEMENT OF PARTICULARS: JCT or other Main Building Contract

This form is to be completed by or on behalf of the applicant/s and returned with the completed Application Form and Administration Fee (see RIBA Procedure Note).

This column to be completed Name and address of EMPLOYER: 1. Name and address (and file reference) 2. of Solicitors/Agent (if any) acting on behalf of Employer: Name and address of CONTRACTOR: 3. Name and address (and file reference) 4. of Solicitors/Agent (if any) acting on behalf of Contractor: Name and address of ARCHITECT (or 5. Contract Administrator/Supervising Officer) appointed by Employer (and name of quantity surveyor and/or consulting engineer where relevant): Description and location of building 6. work: Amount of Contract Sum 7. Brief outline of the matter(s) in dispute 8. (e.g. quality of workmanship; claim for extension of time) stating which party is the Claimant and which party is the Respondent: Tick box if a matter in dispute has been the subject of adjudication (for RIBA records) 

cont...

9.

Approximate sum of money in dispute:

This column to be completed

		This column to be completed
Preferences as to venue for arbitration hearing: (a) Contractor	10.	(a)
(b) Employer		(b)
Title of Contract Form (if applicable):  In the case of a JCT Contract (see Procedure  Note) state the particular edition and date of revision of the contract form which applies. In other cases a copy of the arbitration agreement or contract containing it should be supplied.	11.	
State whether the contract was signed by (or on behalf of) both parties:	12.	
If a unilateral application, confirmation that  (a) the contract/arbitration agreement provides for the President RIBA to appoint an arbitrator, and  (b) a written request* to concur in the appointment	13. (a) (b)	
of an arbitrator specifying the matter in dispute has been given direct to the other party:  * A copy of the notice of arbitration and of the reply (if any) should be attached (for RIBA records).  In the case of a JCT Contract, or similar, any notice by the Contractor should be given to the Employer, not the Architect.	(0)	
In the case of a JCT Contract  (a) confirmation that 'practical completion' has occurred or that arbitration on the dispute may be opened:	14. (a)	
(b) confirmation that the Final Certificate: <u>either</u> has NOT been issued <u>or</u> HAS been issued, stating the date of issue:	(b)	
Which rules apply to this arbitration?  Eg JCT Arbitration Rules (1988), JCT 1998 edition of the Construction Industry Model Arbitration Rules	15.	
Confirmation that all the requirements of the contract or agreement concerning opening an arbitration have been fulfilled:	16.	
Name(s) and address(es) of any other party(ies) in related arbitral proceedings on the same project	17.	
This Statement of Particulars submitted by:	18.	
Date:	19.	

 $\underline{Footnote} \hbox{: See Note (1) of RIBA Procedure note AP/1 in a case where a Sub-Contractor is making an application in the name of the Main Contractor.}$