



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 of MAIN CONTRACTOR:	2.	
Name and address (and file reference) of Solicitors/Agent (if any) acting on behalf of Main Contractor:	3.	
Name and address of SUB-CONTRACTOR:	4.	
Name and address (and file reference) of Solicitors/Agent (if any) acting on behalf of Sub-Contractor:	5.	
Name and address of ARCHITECT (or Contract Administrator/Supervising Officer) appointed by Employer (and name of quantity surveyor and/or consulting engineer where relevant):	6.	
Description and location of Sub-Contract work:	7.	
Amount of Sub-Contract Sum:	8.	
Brief outline of the matter(s) in dispute (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)	9.	

cont...

This column to be completed

Approximate sum of money in dispute:	10.	
Preferences as to venue for arbitration hearing: (a) Main Contractor (b) Sub-Contractor	11.	(a) ----- (b)
Title of Contract Form (if applicable): <u>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.</u>	12.	
State whether or not the contract was signed by (or on behalf of) both parties:	13.	
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 of an arbitrator specifying the matter in dispute has been given <u>direct to the other party</u> : * 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, <u>not</u> the Architect.	14. (a) (b)	
<u>In the case of a JCT Contract</u> (a) confirmation that 'practical completion' has occurred <u>or</u> (b) confirmation that arbitration on the dispute may be opened under the relevant provision: ----- (c) and (d) DELETE as appropriate	15. (a) (b) (c) (d)	----- The JCT Arbitration Rules(1988) APPLY / DO NOT APPLY The Construction Industry Model Arbitration Rules APPLY / DO NOT APPLY
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.	

Footnote: 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.