APPLICATION TO THE PRESIDENT FOR APPOINTMENT OF ARBITRATOR

Royal Institute of British Architects

STATEMENT OF PARTICULARS: JCT or other Main Building Contract



[Form SP/2]

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*

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| 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):  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. | 12. |  |
| State whether or not the contract was signed by (or on behalf of) both parties: | 13. |  |
| If a unilateral application, confirmation that   1. the contract/arbitration agreement provides for the President RIBA to appoint an arbitrator, and 2. a written request\* to concur in the appointment 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. | 14.  (a)  (b) |  |
| In the case of a JCT Contract   1. confirmation that ‘practical completion’ has occurred   or   1. confirmation that arbitration on the dispute may be opened under the relevant provision: | 15.  (a)  (b) | The JCT Arbitration Rules(1988) APPLY / DO NOT APPLY  The Construction Industry Model Arbitration Rules APPLY / DO NOT APPLY |
| (c) and (d) DELETE as appropriate | (c) |
|  | (d) |
| 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.