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| Royal Institute of British Architects, 66 Portland Place, London W1B 1AD |  |

**FORM OF APPLICATION FOR APPOINTMENT OF A PERSON TO ACT AS MEDIATOR (FIXED FEE PROCEDURE)**

**I/We hereby apply** to the RIBA for the appointment of a person to act as mediator and enclose a cheque (made out to “Royal Institute of British Architects”) for the administration fee and mediator’s fees. Fees are set out below and must be paid in advance:

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| Amount in dispute | Total fees (exc. VAT) | Length of session |
| £5,000 or less | £400 | 1 hour + 1 hour prep |
| £5,000 – 15,000 | £575 | 1 hour + 2 hours prep |

STATEMENT OF PARTICULARS

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| --- | --- |
| Name and address of applicant:  Click here to enter text.  Telephone: Click here to enter text.  Email: Click here to enter text. | Name and address of other party:  Click here to enter text.  Telephone: Click here to enter text.  Email: Click here to enter text. |

Signed\*…………………………………………….. Signed\* ……………………………………………….

Date Click here to enter a date. Date Click here to enter a date.

Brief outline of the matter in dispute:

(NB Each party should also submit a single side of A4, typed or block capitals, outlining their position on the difference or dispute. These will be submitted to the mediator on appointment.)

Click here to enter text.

Where the dispute has arisen (location): Click here to enter text.

*\* The name of a signatory must be legibly printed under the signature and the signatory if not the applicant must be authorised to sign on behalf of the applicant.*

DISCLAIMER

The RIBA, its servants or agents, shall not be liable for anything done or omitted in respect of this application unless the act or omission is shown to have been in bad faith and shall not be liable for anything done or omitted by any person nominated, his servants or agents, whether in the discharge or purported discharge of his functions as mediator or otherwise.