



## **BRITISH MARINE DISPUTE RESOLUTION SCHEME**

### **REQUEST FOR MEDIATION (Applicant)**

Please complete all parts of this form, sign the declaration where indicated and return it , together with the necessary payment, to The ADR Centre, 3 Gray's Inn Square, LONDON, WC1R 5AH as soon as possible. ADRC will then contact the other disputant(s) in order to secure their agreement to participate in the mediation.

**PLEASE NOTE THAT ARRANGEMENTS FOR YOUR MEDIATION CANNOT BEGIN UNTIL THIS COMPLETED REQUEST FORM AND ACCOMPANYING PAYMENT HAVE BEEN RECEIVED BY THE ADRC FROM ALL PARTIES TO THE DISPUTE.**

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1. **Your details:** Title: Mr/ Mrs/ Other: \_\_\_\_\_

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

**OR** Business Name (if applicable): \_\_\_\_\_

BM Membership No.(if applicable): \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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#### **Contact details for correspondence concerning this mediation:**

Name: \_\_\_\_\_ Title: Mr/ Mrs/ Other: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No \_\_\_\_\_

e-mail: \_\_\_\_\_

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2. **Have all parties agreed that the dispute should be mediated?**     YES     NO  
**Please list the other disputants or potential disputants below and provide their contact details as far as you are able:**

<p>(1) Title: Mr/ Mrs/ Other: _____ Individual: Name _____</p> <p>Business Name (if applicable): _____</p> <p>Address: _____</p> <p>_____</p> <p>_____ Post Code: _____</p> <p>Telephone No: _____ Fax No: _____</p> <p>e-mail: _____</p>
<p>(2) Title: Mr/ Mrs/ Other: _____ Individual: Name _____</p> <p>Business Name (if applicable): _____</p> <p>Address: _____</p> <p>_____</p> <p>_____ Post Code: _____</p> <p>Telephone No: _____ Fax No: _____</p> <p>e-mail: _____</p>
<p>(3) Title: Mr/ Mrs/ Other: _____ Individual: Name _____</p> <p>Business Name (if applicable): _____</p> <p>Address: _____</p> <p>_____</p> <p>_____ Post Code: _____</p> <p>Telephone No: _____ Fax No: _____</p> <p>e-mail: _____</p>



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**The information you provide on this page will be copied to the other disputant(s) for their confirmation or amendment.**

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**3. Preferred location for Mediation**

Please indicate the area of the country in which you would prefer the mediation to take place:

\_\_\_\_\_

Have both parties agreed on this preference?  YES  NO

**NOTE: Should it not prove possible to achieve a mutually agreed location, or to provide suitable mediation facilities in the parties' choice of location, ADRC reserves the right to decide where the mediation will take place.**

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**4. Nature of Dispute**

4.1 Subject matter of this dispute (Up to four keywords to help ADRC identify the dispute, eg boat name, incident date, berth number, order number etc.):

4.2 Approximate value in dispute - £ \_\_\_\_\_

4.3 Brief factual description of the dispute - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.4 Has this description been agreed by all disputants?  YES  NO

(If space here does not allow, please attach a **brief** factual description of the dispute as agreed by the parties on a separate sheet. Please also attach any additional information or papers for the mediator's assistance.)



## 5. DECLARATION

I/We **hereby request** that The ADR Centre appoints a Mediator and provides Mediation Services to assist in resolution of the dispute outlined above.

I/We have read Terms and Conditions of this British Marine Dispute Resolution Scheme administered by The ADR Centre and agree to be bound by them.

I/We enclose the fee of £475.00 (inclusive of VAT) **per party in dispute** for this mediation.

I/We understand that in the event that the mediation does not occur, this fee is **non-refundable**.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NAME (Please print) \_\_\_\_\_

### **Payment Details:**

(1) I enclose a cheque for £475.00 *made payable to "The ADR Centre"* **OR**

(2) Please debit my credit/debit card as below in the sum of £475.00

VISA  MASTERCARD  MAESTRO  AMEX

Card Number: Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_ Card Issue No. (Switch) \_\_\_\_\_

Security Code \_\_\_\_\_ (Last three numbers on the reverse of the card)

Card Address: \_\_\_\_\_  
\_\_\_\_\_

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#### **British Marine Dispute Resolution Scheme: Terms and Conditions**

1. The aim of the scheme is to provide an efficient and informal means of resolving disputes between either BM Members and their customers, suppliers or BM Members. The Scheme will be administered on behalf of the BM by The ADR Centre, 3 Gray's Inn Square, London WC1R 5AH. ("ADRC")
  2. ADRC will appoint an appropriate Dispute Resolver for each dispute utilising the scheme. The preferred method of dispute resolution will be mediation. The mediator or other dispute resolver will normally be selected from the Register of Qualified Dispute Resolvers of The Academy of Experts and will be suitably qualified for the appointment. The selection and appointment of the Dispute Resolver will be in the absolute discretion of ADRC. Dispute Resolvers will be bound by The Academy of Experts Code of Conduct for Mediators and Dispute Resolvers. Details can be supplied on request from ADRC.
  3. All aspects of the administration of the scheme will be at the absolute discretion of the ADRC. In particular, while every effort will be made to hold the mediation or other dispute hearing at a location preferred by all parties to the dispute, ADRC reserves the absolute right to determine the location. Please note that the cost of accommodation is not included in the fee.
  4. The fee for mediation under this scheme is £475.00 (inclusive of VAT) per party to the dispute for a standard three-hour mediation. Any extension to the mediation session will be charged at £135.00 (inclusive of VAT) per party per hour or part thereof. Any subsequent sessions will be charged on the same basis as the original. All fees are non-refundable.
  5. A mediator will not be appointed until ADRC have received a properly completed "Request for Mediation" and payment of the appropriate fee from all disputants.
  6. Any complaints arising out of the conduct of any mediation or other dispute resolution process established under this scheme shall be heard under the complaints and disciplinary procedure of The Academy of Experts. Copies can be obtained from ADRC on request.
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**FOR ADRC USE:** DATE RECEIVED: \_\_\_\_\_ REF: BMDRS \_\_\_\_\_

MEDIATOR: QDR \_\_\_\_\_