



BRITISH MARINE FEDERATION 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): _____

BMF 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>(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>



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.

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 Federation Dispute Resolution Scheme administered by The ADR Centre and agree to be bound by them.

I/We enclose the fee of £375.00 (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 £375.00 *made payable to "The ADR Centre"* **OR**

(2) Please debit my credit/debit card as below in the sum of £375.00

VISA MASTERCARD MAESTRO SOLO

Card Number: Card Number: _____

Expiry Date: ____/____ Card Issue No. (Switch) _____

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British Marine Federation 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 BMF Members and their customers or BMF Members. The Scheme will be administered on behalf of the BMF 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 and the European Code of Conduct for Mediators. Details of both 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.
 4. The fee for mediation under this scheme is £375.00 (inclusive of VAT) per party to the dispute for a standard three and a half hour mediation. Any extension to the mediation session will be charged at £125.00 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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<u>FOR ADRC USE:</u>	DATE RECEIVED: _____	REF: BMFDRS _____
	MEDIATOR: QDR _____	