



RICS CONFLICT AVOIDANCE PROCESS (CAP)

Request for nomination of an independent CAP Professional

1. General information

This form is to be used to apply for the nomination by RICS of an impartial CAP Professional pursuant to Clause [.....] (Conflict Avoidance Option)

This application form and any accompanying documents may be copied to potential nominees on the RICS CAP list and the other party to the contract

2. Referring party – contact details

Title: _____

Full name: : _____

Telephone : _____

Email: _____

Contact address: _____

3. Other party – contact details

Title: _____

Full name: _____

Telephone : _____ Mobile: _____

Email: _____

Contact address: _____

4. Description of issue(s) -

Please provide a brief description of the contract works including location

Please also provide

- A description of the matter(s) on which the parties disagree and desire assistance and/or impartial recommendation(s),
- Details of provisions in the contract, which are relevant to the matter(s)
- Details of any relief sought
- The basis for claiming the relief sought

5. Proposed CAP Professional

If appropriate, please provide details of any CAP Professionals on the RICS list who have been proposed and/or agreed by the parties

(RICS will undertake checks to ensure any CAP professional agreed by the parties is suitably qualified to deal with the relevant issues on which the parties seek assistance, is free from conflicts of interest and is willing and available to act in this matter).

6. CAP qualifications

Please provide details of the professional qualifications and experience required of the CAP Professional

7. Conflicts of interest

Please list any persons who you would consider to have a conflict of interest in this matter

8. Declaration

I/We request RICS to nominate an impartial and suitably qualified CAP Professional to assist in the matter(s) set out in this application

Application submitted by: _____

Signature: _____

Date: _____

If countersigned by both parties:

Signature: _____

Date: _____

Please submit completed application form to drs@rics.org

Unless the application requires the nomination of a CAP Professional by a specific date or within some other timescale, RICS will endeavour to confirm the nomination within 7 working days of receiving the application

RICS will communicate the identity of the nominated CAP Professional to both parties

If you have any queries concerning the application for a CAP Professional, please email drs@rics.org or telephone 020 7334 3806

9. Data Protection Act

Your Privacy: RICS takes the privacy and security of the personal information you provide very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations (EC Directive 2003). Unless you have given consent elsewhere, RICS will **not** use the information you provide in this application to contact you with offers of products and services. Nor will RICS share your information with third parties for the purpose of sending you details of offers of products and services.

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