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**Model Arbitration Notice**

# Private Arbitration Court – Model Arbitration Notice

Use this form if you wish to submit an arbitration notice to the Private Arbitration Court.

Please complete either Part A (Unilateral Application) or Part B (Joint Application).

Include party names, addresses, summary of the dispute, and any supporting documents.

Submit the completed form to: adr@huntadr.com.

In the matter of a dispute between the following:

|  |  |
| --- | --- |
| **Applicant / First Party\*\*** | **Respondent / Second Party\*\*** |
| **Address** | **Address** |
| **Phone** | **Phone** |
| **Email** | **Email** |
| **Represented by\*\*** | **Represented by\*\*** |
| **Address** | **Address** |
| **Phone** | **Phone** |
| **Email** | **Email** |

\*\*Delete as applicable or add, if necessary, names of other parties or representatives

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| **Brief details of the dispute, including a brief summary of the dispute, the issues to be determined and the relief sought.** |

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| **Amount in dispute (if appropriate)** |

Your application is accepted on the basis that the information you provide is both accurate and complete. Please complete either part A or B below.

**Part A - Unilateral application for the appointment of an arbitrator**

1. An agreement between the parties dated ….../……./……. allows for or includes the provision that in the event of a dispute, the dispute shall be determined by arbitration.
2. A copy of the relevant section of the agreement is attached and clearly marked.
3. Any condition precedent to the right of either party to make a unilateral application for the appointment of an arbitrator has been satisfied and particulars of this, if any, are attached.
4. A copy of this application and all accompanying documents is being or has been sent by the Applicant to the Respondent electronically or where that is not possible, by courier.
5. It is further agreed as a condition of such an appointment to:
   1. Pay the Private Arbitration Court fixed fees, whether or not the arbitration reaches a hearing or any Award is made;
   2. Make such payment(s) within the timeframe prescribed under the Private Arbitration Court, or any longer timeframe permitted by the Arbitrator or the Arbitration Manager; and
   3. Inform the Arbitrator and the Arbitration Manager promptly in the event of settlement of the dispute.
6. It is acknowledged that the Arbitration Manager is not liable, by reason of having appointed or nominated the arbitrator, for anything done or omitted to be done by the arbitrator in the discharge or the purported discharge of his or her functions.
7. The Claimant’s share of the fixed fee, £1,200 / £3,000 / £6,000 (delete as appropriate), is payable with this application. Payment can be made using the attached payment form or by using the relevant QR Code below.

Please return the completed form by email or post to: The Arbitration Manager, Hunt ADR Limited, PO Box 12627, Billericay, CM12 2EZ. Email adr@huntadr.com.

|  |  |  |
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|  | A qr code on a blue background  Description automatically generated |  |
| Scan to pay for documents-only arbitration under £50,000 | Scan to pay for documents-only arbitration more than £50,000 | Scan to pay for arbitration with a hearing |

|  |
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| **Signed:**  **Name:**  **Capacity:**  **Date:** |

*On or for and on behalf of the Claimant*

**Part B - Joint application for the appointment of an arbitrator**

1. The parties hereby apply to the Arbitration Manager for their dispute (particulars of which are attached) to be referred to Private Arbitration Court for determination by an arbitrator appointed for that purpose by the Arbitration Manager.
2. Items 4-7 of Part A also apply as a condition to an appointment under Part B.

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| **Signed:**  **Name:**  **Capacity:**  **Date:** |

*On or for and on behalf of the Claimant*

|  |
| --- |
| **Signed:**  **Name:**  **Capacity:**  **Date:** |

*On or for and on behalf of the Respondent*

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**Payment Form**

This Payment Form is for use by applicants applying to use the Private Arbitration Court and wishing to pay their registration fee by credit or debit card. Payment will be taken using secure Stripe facilities which comply with all relevant data protection legislation. All information recorded on this form is necessary in order for us to properly process a payment and this form will be destroyed once payment is taken in line with Data Protection guidelines.

**Please complete the form carefully in block capitals.**

**Personal Details**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Payment Details**

Payment Method (state Credit Card or Debit Card) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount to pay **£1,200** / **£3,000 / £6,000**

Name on Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Security Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date (if shown) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expire Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form with your application by email to [adr@huntadr.com](mailto:adr@huntadr.com) or by post to:   
**The Private Arbitration Court, PO Box 12627, Billericay CM12 2EZ**