

Independent Adjudication for Customers Building Life Plans Application Form

What is this application form for?

- This application form is for the home buyer (the customer) to bring a claim against a Building Life Plans registered Home Builder if they have not been able to resolve the complaint directly with the Home Builder and Building Life Plans.
- The application form will ask you for the details needed to understand what you would like the Home Builder to do and to help an adjudicator decide your dispute.
- The outcome of this adjudication will be contractually binding on both parties if the customer chooses to accept the findings of the adjudicator.

What do I need to do?

- Please read the Scheme Rules carefully before you fill in and return this form. They should be attached to this application form and can also be found on the CEDR website.
- Fill in the application form giving as much information as you can.
- It may take you some time to go through the application form and to get all your facts together, but having all your information will help us assess your case fairly.
- This process is conducted entirely in writing. You must ensure that you provide sufficient information and supporting evidence to substantiate your claim.

Before you can make an application:

- You must first use and exhaust the Home Builder's own complaints procedure.
- You must refer the matter to Building Life Plans.
- You must reach a point where Building Life Plans have referred you to CEDR for adjudication.

Please let us know if you have any practical needs where we could help – for example with information in another format (e.g. larger print, another language, etc.). If you require assistance in completing this form please contact CEDR:

By telephone: 0207 520 3800 **By email:** applications@cedr.com **Visit the website:** www.cedr.com/consumer

IMPORTANT: SAVE A COPY OF THIS PDF ON YOUR PC BEFORE COMPLETING AND UPLOADING THIS FORM. IF YOU COMPLETE THIS FORM IN YOUR BROWSER YOU WILL NOT BE ABLE TO SAVE IT AND IT WILL APPEAR BLANK WHEN UPLOADED.



1. About you (the Home Buyer)

Please give us your details.

Full name:

Street Address:

Town:

County:

Postcode:

Tel:

E-mail address:

If you provide an e-mail address we will normally send you information by e-mail only.

2. Representation

**If you have a representative acting for you, please give details below.
If you do not have a representative, go to part 3.**

Full name:

Organisation:

Street Address:

Town:

County:

Postcode:

Tel:

E-mail address:

(If you give the address of a representative, this is the address we will write to about this application.)

To be signed by the Home Buyer

I hereby give my authority for the above named person to represent me:

Signature:

Print name:

Date:



3. Home Builder's details

Builder's name:

Street Address:

Town:

County:

Postcode:

Tel:

E-mail address:

4. Issues in dispute

In the space below, please tell us what service or event you complained to the Home Builder about.

Date the work was carried out:

Policy Number:

Date you first complained to the Home Builder:

Building Life Plans Ref:

Date you referred the matter to Building Life Plans:

4. What actions would you like the Home Builder to take?

(Tick all the boxes that apply)

Give you an apology

Give you an explanation

Take some practical action

Please specify:

5. What Redress are you claiming and why?

If you are asking the adjudicator to order the Home Builder to carry out work under the Code or to order compensation for poor service then you must specify the details and likely cost in this application and provide evidence to justify the redress claimed. Please ensure you record everything in this application as you cannot change these details at a later date. If the adjudicator makes a decision in your favour, they could direct a resolution up to the total cost of the work claimed.

Please break down your claim by providing a value for each item you are claiming for and provide the reason why you are claiming that amount. The maximum permitted amount is £50,000 (inclusive of VAT). This sum includes any claims of compensation, refunds, credits and/or waivers.

Item	Claim Reason	Amount Claimed (£)
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Please continue on a separate sheet if required but ensure the total amount you are claiming is completed in the next box below.

Total Claimed:



6. Declaration

Data Protection Act

The Data Protection Act allows Building Life Plans and Registered Home Builders to provide information and/or documents about you to CEDR Scheme administrators and the adjudicator with your consent. By completing this form you are giving your consent.

Please read the statements below and tick **all the boxes** before signing this form.

I apply to CEDR to appoint an adjudicator to settle this dispute in accordance with the Scheme Rules.

I have the authority to commit to adjudication.

I have tried to resolve this matter through the Home Builder's complaints procedure and via BUILDING LIFE PLANS

I understand that it is my responsibility to provide evidence supporting my claim and I attach my documents / materials, as evidence to support my claim.

I understand it is my responsibility to read the Scheme Rules and, if necessary, seek guidance from CEDR.

I have not previously referred this dispute to either the Courts or any other Redress Scheme.

I understand the claim cannot exceed the limit detailed in the Scheme Rules.

I confirm that I have attached my documents / materials, as evidence to support my claim.

I understand that the adjudicator's decision will be contractually binding on both parties if I accept it.

I enclose payment of £120 (£100 plus VAT) made payable to CEDR Services Ltd.

Signature:

Print name:

Date:

Submitting your application

Now please submit your application and supporting evidence to us:

By post:

Building Life Plans Adjudication
CEDR Services Ltd
100 St. Paul's Churchyard
London, EC4M 8BU

By email:

applications@cedr.com

By fax:

0845 1308 117

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Payment from Customer

Please make cheques payable to 'CEDR Services Limited' or you may pay by debit or credit card by completing this form

Personal Details			
First name:			
Last name:			
Email:		Telephone:	
Organisation:			
Street:			
Town/City:			
County:		Post Code:	

Payment Details			
Invoice Number: (if known)			
Amount to pay:	£120.00 (£100+VAT)		
Name on Card:			
Payment Method:			
Cad Number:		Security Code:	
Start Date: (if shown)		Expiry Date:	
Additional Comments:			