

## The Consumer Code for Home Builders Adjudication Scheme (CCHBAS)

### Application to use the Scheme (Effective from 4th January 2011)

To be completed by the Warranty Body prior to issuing the form to a Home Buyer

Claim Ref:

Date of Issue:

Please read the Scheme's Rules carefully before you fill in and return this form.

Please remember that you cannot use the Scheme unless you have:

1. used and exhausted the Home Builder's own complaints procedure; or
2. the Home Builder has no complaints procedure; or
3. you have reached a point where either the Home Builder or the Home Warranty Body has invited you to use the scheme in order to settle your dispute.

Fill in this form in **BLOCK CAPITALS**.

#### 1 Your details

Your full name:

Your home address:

Contact telephone number:

E-mail address:

(If you provide an e-mail address, the administrator will send you the decision by e-mail.)

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

Representative's name:	
Representative's address:	
Phone number:	Fax:
E-mail address:	

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

**3 Home Builder's details**

Home Builder's Name:
Home Builder's Address:
Phone number (if known):
Fax number (if known):
Email address (if known):

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

<p style="text-align: right;">Continue on a separate sheet if necessary.)</p>
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**What do you want the Home Builder / Company to do? (Tick all the boxes that apply.)**

Give you an apology  Give you an explanation

Take some practical action

Please specify:

Pay you money  How much?\*  (Up to £15,000 including VAT)

(\*This money is to cover the cost of putting right the matters you are complaining of and to cover any expenses you have reasonably incurred. You need to provide evidence to justify the amounts claimed. You cannot change the amounts at a later date. If the adjudicator decides in your favour, he or she could award any amount up to this figure. If you are unsure whether your claim may exceed this amount, you should seek independent legal advice.)

Pay you for inconvenience  How much?\*\*  (Up to £250)

(\*\*If awarded this amount for inconvenience will be included in the total sum claimed above)

**4 Declaration**

Please read the statements below before signing this form.

- I have read and understood the Consumer Code for Home Builders Adjudication Scheme Rules.
- I am applying for you to appoint an adjudicator, in line with the rules of the Consumer Code for Home Builders Adjudication Scheme, to settle my dispute.
- I have tried to settle this matter through the Home Builder's own complaints Procedure and the Home Warranty Body have invited me to use the scheme.
- I have not previously referred this dispute to either the Courts or any other Redress Scheme.
- I understand the maximum claim allowed is £15,000.
- I confirm that I have attached my documents / materials, as evidence to support my claim
- I understand that the adjudicator's decision is binding on the Home Builder if I accept it within six weeks from the date of the decision and notify the administrator, in writing, of my acceptance.
- If the Home Builder asks me to pay back any amount it has previously paid to settle the matter, I will do so before I send in this application.

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- I enclose a copy of the Contract of Sale.
- I enclose my cheque for £120 (£100 plus Vat) made payable to IDRS Ltd.

Your signature:

Date:

When you have filled in this form please send it, with your cheque and your supporting evidence, to:

**CCHBAS Administrator  
IDRS Limited  
International Dispute Resolution Centre  
70 Fleet Street  
London  
EC4Y 1EU**

Telephone: 020 7520 3809

Fax: 020 7520 3829

Email: [info@idrs.ltd.uk](mailto:info@idrs.ltd.uk)