



Independent Adjudication for Customers Consumer Code for New Homes Application Form

What is this Application for?	What do I need to do?
<ul style="list-style-type: none">• This application form is for the home buyer (the customer) to bring a claim against a Consumer Code for New Homes (CCNH) registered Developer if they have not been able to resolve the complaint directly with the Developer and after checking with CCNH.• The application form will ask you for the details needed to understand what you would like the Developer 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.	<ul style="list-style-type: none">○ 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 the 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 Developer's own internal complaints procedure.
- Refer the matter to CCNH to conduct initial eligibility checks.
- Ensure you have read and understood the adjudication process and Scheme Rules fully.

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

CEDR opening hours: 9:00am to 5:00pm, Monday to Friday

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 Customer)

Please give us your details.

First name:

Last Name:



Town:

Country:

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 customer

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

Signature:

Print name:

Date:

3. Developer details

Developer:

Street Address:

Town:

County:

Postcode:

Tel:

E-mail address:



Issues in dispute

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

Date the work was carried out:

Policy Number:

Date you first complained to the Developer:

Plot number:

Date of Referral Notice from CCNH:

Notice Reference Number from CCNH:

Home Warranty Body:

Date of Reservation:



4. What actions would you like the Developer to take?

(Tick 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 Developer to carry out work or to order compensation for poor service then you must clearly specify the details and likely cost in this application. You will also need to 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.

Item	Claim Reason	Amount Claimed (£)

Important: If you are seeking for the Developer to rectify snagging defects, you must itemise above each snagging defect that you want the Developer to rectify, along with the value of such rectification work. Any quotes or evidence that the values reflect market rates will make it more likely that the adjudicator will agree with them. If no supporting evidence is provided, the adjudicator will be less likely to agree with them.

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 CCNH and the registered Developer to provide information and/or documents about you to CEDR Case Officers and the independent 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 Developer's complaints procedure and contacted CCNH.
- 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 to read the Scheme Rules and, if necessary, seek guidance on the process 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.

Signature:

Print name:

Date:



Submitting your application

Now please submit your application and supporting evidence to us after completing initial eligibility checks with CCNH.

By post:

CCNH Adjudication
Centre for Effective Dispute Resolution
100 St. Paul's Churchyard,
London EC4M 8BU

By email:

applications@cedr.com

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