

Nationwide Academy of Dispute Resolution UK Ltd

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NOTICE OF INTENTION TO REFER DISPUTE TO ADJUDICATION CADJ 02

Date: ▶	Claim No ▶	Your ref ▶
Court ▶ <i>If any:</i>	Claim Ref: ▶	NADR No ▶ <i>We supply this number</i>
CLAIMANT'S NAME:		v
▶		DEFENDANT'S NAME :
▶		▶
REFERING PARTY:		RESPONDING PARTY:
▶		▶
REFERER'S INFORMATION		RESPONDENT'S INFORMATION
Officer ▶		Officer ▶
Address ▶		Address ▶
Tel ▶	Fax ▶	Tel ▶
		Fax ▶
REFERER'S REPRESENTATIVE (if any)		RESPONDENT'S REPRESENTATIVE (if known)
Name ▶		Name ▶
Officer ▶		Officer ▶
Address ▶		Address ▶
Tel ▶	Fax ▶	Tel ▶
		Fax ▶
<p>Please be advised that we,</p> <p>the above stated referring party,</p> <p>intend to refer the dispute described below, which is governed by</p> <p>Part II, Housing Grants Construction and Regeneration Act 1996,</p> <p>to NADR for the nomination / appointment of an adjudicator.</p>		
Form of contract under dispute	▶	
Brief description of dispute :		
▶		
Brief description of claim :		
▶		
Submitted by :	▶	
On behalf of :	▶	

ADVICE

The NADR FORM CADJ02 overleaf has, in fulfilment of the requirements of Part II, Housing Grants, Construction and Regeneration Act 1996, informed you of the sender's intention to refer the dispute described on the form to an adjudicator. In the event that you are not familiar with the process, the following notes may be of assistance to you.

What to Do Next.

Tasks	Check.	Checkpoint	
		YES	NO
1	If you have not already done so, you may wish to consider seeking independent advice. You are not obliged to do so and you are entitled to represent yourself during the adjudication process if you so wish.	<input type="checkbox"/>	<input type="checkbox"/>
2	At the same time as sending this notice to you, it is likely that the sender will also have submitted an application form (CADJ 01) to NADR for the appointment/nomination of an adjudicator to the over-stated dispute.	<input type="checkbox"/>	<input type="checkbox"/>
3	When NADR receives this application form (CADJ 01), NADR will nominate / appoint an adjudicator and inform you, the other party and the adjudicator of the appointment. Note that NADR will play no further role in the adjudication from this stage onwards. You should therefore follow the adjudicator's instructions and co-operate with the adjudicator in the conduct of the adjudication.	<input type="checkbox"/>	<input type="checkbox"/>
4	The adjudicator will contact you directly to inform you of his acceptance of appointment and to advise on his terms and conditions.	<input type="checkbox"/>	<input type="checkbox"/>
5	As a matter of courtesy and to avoid any possibility of misunderstanding, both parties are advised to confirm the appointment and the adjudicator's terms and conditions directly to the adjudicator.	<input type="checkbox"/>	<input type="checkbox"/>
6	The referring party will in due course submit a referral document to the adjudicator and at the same time send you a copy.	<input type="checkbox"/>	<input type="checkbox"/>
7	The adjudicator will advise you on the submission to him of your response to the claim. You should also send a copy of the response to the other party.	<input type="checkbox"/>	<input type="checkbox"/>

We hope you found this advice of assistance to you.

For your further assistance and guidance, NADR has provided a range of forms that can be used during the various ensuing stages of the adjudication.