

The BFA Dispute Resolution Procedure: Mediation Scheme Application Form

What is a mediation?

The mediator is an independent third party whose role is to facilitate negotiations between the parties in dispute. The process is 'without prejudice' which means parties are not bound to settle their dispute and can walk away at any stage. The mediator does not give an award or make a decision, but any settlement agreed by the parties will be recorded in writing and will be final and binding.



Referring Party	Other Party
Name:	Name:
Address:	Address:
Tel:	Tel:
Email:	Email:
Date:	Date:

BRIEF DETAILS OF DISPUTE

(Please continue on a separate sheet if necessary and/or send any relevant supporting information).

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Referring Party's Solicitor, Advisor or Other	Other Party's Solicitor, Advisor or Other
Firm:	Firm:
Address:	Address:
Contact:	Contact:
Tell:	Tell:
Email:	Email:
Your Ref No:	Your Ref No:

Please answer all of the following questions:

1. Have you discussed mediation with the other party(ies)? If yes, have all parties agreed to mediation?	
2a. Is BFA Mediation prescribed in the franchise agreement?	
2b. If not, do both parties agree for the BFA to facilitate?	
3. If BFA mediation hasn't been discussed, do you wish the BFA to approach them to propose mediation?	
4. Please indicate your preferred timing of the mediation and important deadlines or dates to be avoided.	
5. Please indicate the preferred location for the mediation meeting. Would this be online or face to face?	
6. It is usual for mediation fees to be divided equally between the parties. Is there to be an alternative arrangement in this case?	
7. Do you understand the BFA Mediation Scheme Rules and BFA Mediation Scheme FAQ's?	

For us to continue with the above information, we will need to confirm that your deposit of £250+VAT has been paid. Please submit payment to:

BRITISH FRANCHISE ASSOCIATION

SORT CODE: 16-29-25

ACCOUNT NO: 10046634

IBAN: GB16RBOS16292510046634

BIC: RBOSGB2L