Please email this completed form to hello@engineeringnz.org

Applications will only be considered if the [relevant criteria have been met](https://www.engineeringnz.org/documents/289/Seismic_Assessment_Document.pdf).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name |  | | | | | |
| Phone (daytime) |  | | | | Mobile |  |
| Email |  | | | | | |
| Involvement in dispute | | Client | Engineer | Tenant | | |

# DETAILS REGARDING DISPUTE

|  |  |
| --- | --- |
| Building name |  |
| Location |  |

#### Engineer 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Email |  | | | | |
| Phone (daytime) |  | | Mobile |  | |
| Is Engineer 1 aware of this application? | | Yes | | | No |
| Has Engineer 1 agreed to participate in this programme? | | Yes | | | No |

#### Engineer 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Email |  | | | | |
| Phone (daytime) |  | | Mobile |  | |
| Is Engineer 2 aware of this application? | | Yes | | | No |
| Has Engineer 2 agreed to participate in this programme? | | Yes | | | No |

#### Engineer 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Email |  | | | | |
| Phone (daytime) |  | | Mobile |  | |
| Is Engineer 3 aware of this application? | | Yes | | | No |
| Has Engineer 3 agreed to participate in this programme? | | Yes | | | No |

## elements of dispute

|  |
| --- |
| Please provide a brief outline of the elements in dispute. |
|  |

## Steps already taken to resolve dispute

|  |
| --- |
| Please provide details of what steps the parties have taken to resolve the dispute, including:the minutes of any meetings and/or correspondence between the parties regarding this dispute;an outline of the key elements where disagreements exists. |
|  |

# APPLICANT AGREEMENT

I/we agree to comply with the requirements of the facilitation process, including the costs incurred during the process (as agreed between parties).

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signed |  |
| Date |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signed |  |
| Date |  |  |  |

# CONDITIONS

1. Engineering New Zealand will assess this application. If the relevant criteria have not been met, Engineering New Zealand may not accept this application. If this occurs, Engineering New Zealand will provide recommendations for how parties may be able to address their concerns, other avenues available where appropriate, and/or what steps need to be taken before the application will be considered.
2. The named parties on this application agree to meet the costs incurred by the facilitator in relation to this process (to be agreed between parties prior to process commencing).
3. The costs incurred by the engineers involved in this process will be met by the engineers’ clients.
4. Engineering New Zealand is not responsible for any act, omission or misconduct in connection with this process.
5. If any of the parties involved raises objections to the appointment of any particular facilitator, including where a perceived or actual conflict of interest in identified, Engineering New Zealand will provide a recommendation for another facilitator.