



APPLICATION FOR FORMAL MEDIATION

Retail and Commercial Shop Leases Act 1995

NOTES FOR COMPLETING THE APPLICATION FORM

It is important that you read this information before you complete the application form.

MEDIATION IS VOLUNTARY:

BOTH PARTIES WILL NEED TO SIGN THIS APPLICATION AND BE PREPARED TO PAY A FEE, BEFORE ARRANGEMENTS FOR MEDIATION CAN PROCEED.

IT IS IN THE BEST INTERESTS OF BOTH PARTIES TO COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE.

APPLICANTS

Please give your names in full.

- If you trade as an *incorporated company* please give your company's registered name and the address of the registered office. If the company operates under a trading name you must give the trading name.
- If you trade under a *business name*, please give the registered business name.
- If you trade as an *incorporated association*, give the name of the association and the name and address of the public officer.
- If you trade as an *unincorporated association*, give the name of the association and the address of one of its officers.
- If you trade as a *sole trader* give the name that the business is commonly known as.

SIGNING THE FORM

- If you trade under a *business name* or as a *sole trader* you must sign the form yourself.
- If you trade as an *incorporated company* an officer of the company must sign.
- If you trade as an *incorporated association* the public officer must sign.
- If you trade as an *unincorporated association*, one of its officers must sign and state what position he or she holds with the committee of management.

DOCUMENTATION

A copy of the lease should accompany this claim. Please mark the lease "*Attachment A*".

Do not attach originals of documents.

Copies of any other documentation should also be attached. Please mark these in order, calling them "*Attachment B*", "*C*", "*D*" etc.

Please attach a cover sheet, which lists the documentation sent with this application form.

NOTE: *A copy of this application form and any other attachments is to be provided to the other party.*

APPLICATION FEE

There is no application fee for the booking of Mediators by the Tenancies Branch.

MEDIATION FEE

Mediation fees are subject to change but currently start at \$1500 (plus the applicable GST) and are payable to the Mediator 7 days before the scheduled mediation. (Mediator's reserve the right to charge their standard fee and participants should make enquiries as to that fee prior to commencement of proceedings). The cost is to be shared between the parties, ie each party pays half each (plus the applicable GST). This fee covers any preliminary reading undertaken by the Mediator and up to 3 hours mediation.

HOW TO LODGE THIS FORM

You can lodge this form by post or in person :

Tenancies Branch
Retail & Commercial Lease Disputes
GPO Box 965
ADELAIDE SA 5001

Chesser House
Level One
91-97 Grenfell Street
ADELAIDE SA 5000

APPLICATION FORM
Retail and Commercial Leases

Lessor:

Name: _____

Position in Company/Business: _____

Trading Name: _____

Address: _____

_____ Postcode: _____

Telephone: Office Hours _____ After Hours _____

Facsimile _____

Lessee:

Name: _____

Position in Company/Business: _____

Trading Name: _____

Address: _____

_____ Postcode: _____

Telephone: Office Hours _____ After Hours _____

Facsimile _____

Leased Premises:

Address of Leased Premises: _____

_____ Postcode: _____

Location of Leased Premises *(tick box)*

- Large Retail Shopping Centre
- Small Retail Shopping Centre
- Strip
- Stand Alone
- Other

Type of Business conducted in Leased Premises: _____
