**NAECI**



**APPLICATION TO AN NJC DISPUTE ADJUDICATION PANEL  
(NAECI 14.8 AND APPENDIX E.1)**

**DISPAD Form v1.6**

***Notes:***

Please read the following notes carefully before completing the application overleaf.

1. *Please make sure you have read the relevant provisions of NAECI 14 and Appendix E before completing this application.*
2. *By making the present Application, the Applicant(s) and their representative(s) are agreeing to accept the decision of the NJC Dispute Adjudication Panel as final and binding.*
3. *If you require any help in completing this application, or have a general question about the NJC Dispute Adjudication procedure, please contact the NJC on 020 7734 0244 (available 9am to 5pm Monday to Thursday, 9am to 4pm Friday), or by email: enquiries@njceci.org.uk.*
4. *The NJC regrets that our staff cannot provide any legal advice.*
5. *All employer’s references must first be sanctioned by the National Office of the relevant signatory employers’ association before submission to the NJC office.*
6. *Please see the General Data Protection Regulations consent statement in section 7 of this application form.*

1. **Signatory organisation**

1.1 Please tick ONE box below to indicate the signatory organisation making the application:

Unite the Union  GMB  ECIA  SELECT  TICA

Where an application is made by TWO OR MORE signatory organisations, please duplicate the present page and complete separately for each signatory organisation and its representative.

**2. Representative’s details**

|  |
| --- |
| 2.1 Representative’s name |
| 2.2 Position in union/association |
| 2.3 Address |
|  |
| Postcode |
| Phone No Email address |

**3. Employer details**

|  |
| --- |
| 3.1 Company/business name |
| 3.2 Address |
|  |
| Postcode |
| Phone No Email address |

Where an application concerns TWO OR MORE employers, please duplicate the present page and complete separately for each company.

|  |
| --- |
| 3.3 Site(s)/contract(s) to which the application relates |
|  |
|  |

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**4. Employee details**

**EITHER**

Specify the following personal details for each employee concerned as an individual in the present application

4.1 Title Mr  Mrs  Miss  Ms  Other (specify)

|  |
| --- |
| 4.2 First name (or names) |
| 4.3 Surname or family name |

Where an application concerns TWO OR MORE employees as individuals, please duplicate the present page and complete separately for each company.

**OR**4.4 Describe clearly the group, or groups, of employees concerned collectively in the present application (e.g. ‘all NAECI employees of Company A on the XYZ Project’)

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**5. Procedural matters**5.1 Basis of application to NJC

Please identify below the relevant NAECI provisions upon which the applicant relies in support of the present application (specifying section number(s) and heading(s))

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5.2 Procedural chronology

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| --- |
| 1. Date(s) of domestic dispute resolution meeting between shop steward(s)/local full time officer(s) and appropriate designated manager (‘NAECI Stage 1’) [dd/mm/yyyy] |
| 1. Date(s) of Stage 2 meeting [dd/mm/yyyy] |
| 1. Date(s) of Stage 3 meeting (if applicable) [dd/mm/yyyy] |

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**6. Information required to assist the Panel**

Please provide the following information set out below.

Where more than one issue is in dispute, the present and following pages should be duplicated and items (a) to (c) set out separately for each question in turn.

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| (a) What issue is in dispute and what NAECI reference does it pertain to? |
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| (b) How do you want the Panel to resolve this? |
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| 1. What are your reasons for the Panel to find in your favour? (*Please continue on a separate sheet if required)* |
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**7. Consents**

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**Applicant Consent**

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| --- |
| **I give my consent to the NJC office to process my claim and I understand that this will mean that any personal information about me in the claim and supporting documentation will be shared with the respondent and their representatives as well as the Stage 4 Panel. I understand that the data will destroyed / deleted within four weeks of the Hearing date.**  Signed |
| Print name |
| Date |

**Representative Consent**

**In pursuance of my member’s claim I fully accept responsibility for data under GDPR. Where there are references to other individuals other than the applicant, I enclose / attach a consent form authorising the sharing of their data with the respondent and the Stage 4 Panel, or will redact the names before submission where there is no consent. I accept that where I have not submitted an agreed consent form that their names will be redacted by the NJC office prior to the paperwork being issued to the respondent and Panel.**

|  |
| --- |
| Signed |
| Print name |
| Position |
| Date |