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Appendix 1

RICS Oceania Expert Witness Registration Scheme - Application Form

RICS OCEANIA Expert Witness Registration Scheme Application

When you are completing this form please note:

For the purpose of any RICS electronic database or system used as a referral service to the public, we will communicate relevant information in this form to potential clients.

1. Personal details

Membership no.....Title.....

Surname.....Given names.....

Your organisation's name and your work address

Company name.....

Address.....

.....

.....

.....

Postcode..... Country

Telephone..... Fax

Email.....

Mobile.....

2. Expert activities and profile

Number of expert reports written

Total Past three years.....

On how many occasions have you given oral evidence?



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Total Past three years.....

Please indicate the range of judicial and quasi-judicial bodies at which you presented oral evidence

.....

Please detail any expert witness training you have received, including the name of provider, date and duration of training received.

1.

2.

3.

4.

Please list any other expert witness organisations/directories with which you are registered.

1.....

2.....

3.....

4.....

3. Professional details and expertise

Please specify your professional designations e.g. MRICS, MCIOB, AAIQS, etc

.....

RICS Professional Groups joined (please list)

.....

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.....

What are your main areas of expertise for expert witness work?

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RICS Oceania Expert Witness Registration Scheme

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4. Geographical areas of work

In which areas of Oceania are you available to accept assignments? (please tick)

- | | | | |
|--------------------------|-------------|------------------------------------|------------|
| <input type="checkbox"/> | ACT | <input type="checkbox"/> | NSW |
| <input type="checkbox"/> | NT | <input type="checkbox"/> | QLD |
| <input type="checkbox"/> | SA | <input type="checkbox"/> | TAS |
| <input type="checkbox"/> | VIC | <input type="checkbox"/> | WA |
| <input type="checkbox"/> | NZ | Not applicable at this time | |
| <input type="checkbox"/> | PNG | Not applicable at this time | |
| <input type="checkbox"/> | Fiji | Not applicable at this time | |

5. Registration and membership criteria

We need the following to process your application (please enclose)

Two references (one must be from a barrister or solicitor) for whom you have provided expert evidence within the past three years. If you have given evidence, include the referee relevant to that case.

One 'anonymous' expert witness report

RICS cannot return your expert witness report and documents because once received, it will become the property of RICS.

Please ensure that your expert witness report remains anonymous throughout, or you risk having the assessors return it. This is particularly important where a report has not yet reached the public domain. Please ensure that your name and contact details and/or firm's name – where your name is evident from the firm's name – are completely anonymous. However, you can leave designations e.g. FRICS, FAAV, FCIQB etc unobscured. Please use a ball point pen or non-transparent, fade-resistant ink, and avoid marker pens.

Cheques are payable to RICS Dispute Resolution Service. The application fee is \$110.00 (\$100 + GST).

Please note that the application fee is non-refundable. If your application is successful, you will also need to pay by cheque an annual registration scheme subscription fee of \$100 + GST. This will be on a pro-rata basis and calculated by the month in which your application is approved. Your name will not be added to the register until your subscription fee has been received.

6. Candidate declarations

On being approved as an expert witness, I promise that neither during nor after my attachment to RICS will I use, permit to be used, in conjunction with my name, or with the name of any firm or undertaking with



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which I may at any time be associated, any designation or expression whatever, denoting or suggesting membership of or attachment to, or connection with RICS, except in so far as I may become entitled to use such designations or expressions under the RICS By-laws after being duly approved as an expert witness.

I declare that I have a full working knowledge of, and access to, the following:

- *Surveyors acting as expert witnesses* (RICS Oceania practice statement and guidance note).
- The expected conduct and liability to the instructing party of an expert witness when giving advice, providing a report and assisting a party both at a hearing and a documents only procedure.
- RICS best practice relating to fees and disbursements (see RICS Oceania - *Surveyors acting as expert witnesses* - practice statement and guidance note).
- The relevant Court Rules, Practice Directions and Codes of Conduct relating to the jurisdictions.

I declare that I have knowledge and understanding of all procedural rules governing judicial and quasi-judicial bodies relevant to my sphere of work. For the avoidance of doubt, such bodies include courts, tribunals, adjudications, arbitrations and the referral of disputes to expert determinations.

I enclose two references from people for whom I have provided expert evidence in the last three years. I confirm that at least one of my references is from a barrister or solicitor.

I enclose an expert witness report prepared by me in contemplation of judicial or quasi-judicial proceedings, in the last five years.

I certify that I have read the RICS Oceania EWRS candidates' guide (RICS Oceania Expert Witness Registration Scheme – *your guide to becoming a registered expert witness*), that the information provided in this application form is true and accurate to the best of my knowledge, and that any false declaration on this form may lead to investigation under the RICS disciplinary process.

Candidate's signature..... Date.....

7. Fees payable

Application fee	\$100.00 +GST
Annual subscription fee	\$100.00 + GST

Notes on fees

Payment can be made by cheque, credit card or direct deposit. Please contact the RICS DRS for the relevant details. Cheques to made payable to 'RICS Dispute Resolution Service'.

*Once approved you must pay (within two weeks of the date of your notification letter) a pro rata subscription rate for the rest of the year. Your next subscription will then be due on 31 January the following year. Your name will not be added to the RICS register of expert witnesses until your subscription fee has been received.

Please return your completed application to:



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RICS Oceania Expert Witness Registration Scheme

RICS Oceania Expert Witness Registration Scheme (EWRS)

RICS Dispute Resolution Service

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