

Pub-owning Business (POB)

The referral must relate to a dispute between a tenant of a tied pub in England and Wales and one of the regulated pub-owning businesses (POBs). The POB must be the landlord of the tied pub or a group undertaking in relation to the landlord.

The POB this dispute relates to (please tick):

Admiral Taverns Limited	Ei Group Limited
Greene King Limited	Marston's PLC
Punch Taverns Limited	Star Pubs & Bars Limited

In certain circumstances, there may be "extended protection" under the Small Business, Enterprise and Employment Act 2015. This applies when a regulated POB (listed above) sells the pub to a landlord which is not a regulated POB (this does not apply to Market Rent Only referrals).

Please tick if extended protection applies:

Date of transfer:

Time limits

Different time limits apply to Market Rent Only (MRO) and non-MRO arbitration referrals. Time periods must be calculated in line with regulation 8 of the Pubs Code (Periods of time).

For further information see [Technical Guide 12 \(disputes\)](#).

Referral fee

The referrer must pay a referral fee of **£200** at the time of referral to:

Business Current Account:	PCA Arbitration Service
Currency:	GBP
Branch Sort Code:	400503
Account Number:	81496352
IBAN:	GB33HBUK40050381496352
UK Swift:	HBUKGB4B

A payment reference must be included when making payment, which is: [\[post code of tied pub\]](#) and [\[surname/company name of tied pub tenant\]](#), e.g. YX219EP/Smith (including as much as possible in the reference field).

Referral fee payment reference:

Completion of this form

Please email the completed form to: pca@ciarb.org or post to:
Dispute Appointment Service, PCA Referrals, 12 Bloomsbury Square, London, WC1A 2LP, UK

Section A – TPT and Representative details

If a POB is making this referral, please tick

Tied pub tenant (TPT)

Name of TPT/company name:

Name and address of tied pub:

Contact address:
(if different from above)

Email address:

Telephone number:

Authorising a Representative (Optional)

A representative is anyone you want to act for you in the case. This may include dealing with correspondence and attending any hearings on your behalf.

Name of representative:

Firm/Company address:
(if applicable)

Email address:

Telephone number:

I am a practising solicitor in England and Wales (please tick if applicable)

Where this applies, the TPT/POB does not need to sign below.

I authorise the above-named to represent me in all dealings with CI Arb and any alternative arbitrator appointed in relation to this referral. Any correspondence sent to my representative will be deemed to have been sent to me.

Signed (TPT/POB): _____

Insert image of signature here

If this referral is in relation to the Market Rent Only Option **(MRO)**
Otherwise **(non-MRO)**

[Go to Section B](#)
[Go to Section C](#)

Section B – Market Rent Only (MRO) Dispute

Please tick:

MRO Dispute Type

Relevant Code Provision

Click links for regulation

Full response (MRO proposal)

[32\(2\)](#)

Independent assessor

[37\(10\), \(11\)](#) or [38\(4\)](#)

Subsequent proposed tenancy (sent during the negotiation period)

[35\(1\)](#)

Failure to enter into an accepted tenancy as soon as reasonably practicable

[39\(3\)](#)

Recovery of rent at the end of the MRO procedure

[40](#)

Investment agreement

[56\(9\), \(10\) or \(11\)](#)

Notice to appoint PCA as arbitrator in arbitration commenced by POB

[60](#)

Revised Response

[29\(3\)](#) and [33\(3\)](#)

Complete if the dispute relates to a Full Response (MRO proposal)

Full Response referrals must be made within 14 days of the end of the 28-day period of response. The other party must be notified in writing before making a referral.

I confirm the other party has been notified of this referral in writing (please tick)

Method of sending MRO notice to POB (e.g. post, email):

Date MRO notice sent:

Complete if MRO event was renewal of a tenancy protected under Landlord and Tenant Act 1954

Date court ordered grant of new tenancy (if applicable):

Date new tenancy requested under Section 26 (if applicable):

Complete if the dispute relates to a Subsequent Proposed Tenancy

The referral must be made within 14 days starting the day after the tenant receives the subsequent proposed tenancy.

Date Subsequent Proposed Tenancy received:

Complete if the dispute relates to the Independent Assessor procedure

The referral must be made within 14 days starting the day the Independent Assessor's determination was communicated to the parties (or should have been).

Date determination was communicated (or should have been):

Section C – Non-MRO Dispute

Before making a non-MRO referral:

You must:

- Notify the POB of the alleged non-compliance.
- Allow 21 days to pass from the date you notified the POB.
- Make the referral within four months of the date you could have first made the referral.

Date POB was notified of the alleged non-compliance:

Please tick:

Non-MRO Dispute Type

Relevant Code Provision

Click links for regulation

Part 2 of Code

Pubs entry training

[9](#)

Sustainable business plan

[10](#)

Schedule 1 information

[11](#)

Assigning the tenancy

[12](#)

Premises

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Short agreements [14](#)

Part 3 of Code

Rent proposals [15 - 18](#)

Part 4 of Code

Rent assessments [19 - 22](#)

Part 9 of Code

Business development managers [41*](#)

Part 10 of Code

POB to notify PCA and TPTs of status under the Pubs Code [45](#)

Insurance [46](#)

Gaming machines [47](#)

Request for blank profit and loss template [48](#)

Sale of freehold or long leasehold [49](#)

Detriment on ground that TPT exercises, or attempts to exercise, Code rights [50](#)

Flow monitoring devices [51](#)

*except 41(1)(b), (3) and (5)

Section D – Dispute Details

Please explain the alleged non-compliance with the Pubs Code [max 500 words]:

Declaration

Full name:

Position held:
(if on behalf of a company)

Signed: _____

Insert image of signature here

Date:

Please note: if this referral is on behalf of a company, a director must sign this form.