

# Arbitration Referral Form

## Pub-owning Business (POB)

Please use this form if your MRO event (the event which gave you the right to ask for the MRO option) was 1 April 2022 onwards and for non-MRO referrals.

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	Stonegate Group
Greene King	Marston's
Punch Pubs & Co	Star Pubs

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 (dd/mm/yyyy):

## 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 the [PCA factsheets](#) which are available on their website.

## 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](mailto: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 Ciarb 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**) [Go to Section B](#)  
Otherwise (**non-MRO**) [Go to Section C](#)

### **Section B – Market Rent Only (MRO) Dispute**

Please tick:

<b>MRO Dispute Type</b>	<b>Relevant Code Provision</b>
	Click links for regulation
Full response (MRO proposal) compliance of terms	<a href="#">32(C)</a>
Independent assessor	<a href="#">37(10), (11)</a> or <a href="#">38(4)</a>
Full response – disagreement MRO event occurred	<a href="#">32</a>
Full response – missing requirement	<a href="#">32</a>
No full response sent within period of response	<a href="#">32</a>
Failure to enter into an accepted tenancy as soon as reasonably practicable	<a href="#">39(3)</a>
Recovery of rent at the end of the MRO procedure	<a href="#">40</a>
Investment agreement	<a href="#">56(9), (10) or (11)</a>
Notice to appoint PCA as arbitrator in arbitration commenced by POB	<a href="#">60</a>
Revised Response	<a href="#">33(A)</a>

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

To check the time limits for referring a full response see the PCA's Factsheet on Market Rent Only Rights <https://www.gov.uk/government/publications/market-rent-only-mro-rights>. 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)

Date Full Response received:

(If applicable) Date TPT notified POB  
to end Resolution Period early

(If no full response received)  
Date MRO Notice sent

**Complete if the dispute relates to a Revised Response ordered by an arbitrator**

The referral must be made within 21 days starting the day after the revised response is received.

Date Revised Response 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  
(dd/mm/yyyy 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

[13](#)

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 (dd/mm/yyyy)

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