



Pubs Code Adjudicator

Arbitration Referral Form

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
	Greene King Limited
	Punch Pubs & Co

	Stonegate Group
	Marston's
	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

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:

Account name: The Pubs Code Adjudicator
Sort Code: 60-70-80
Account number: 10027718

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

Email the completed form to: referrals@pubscodeadjudicator.gov.uk

or post to: Pubs Code Adjudicator, 23 Stephenson Street, Birmingham, B2 4AJ.

Note: information on this form must be complete and accurate for the referral to be valid. Where a referral is found to be invalid, a £25 administrative charge may be retained from the referral fee.

The PCA processes information in line with our [privacy notice](#). A copy can be provided on request.

Section A TPT and Representative Details

Arbitration Referral Form

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 the PCA 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)

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

Arbitration Referral Form

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

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

(i)	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

(i)	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

(i)	The referral must be made within 14 days starting the day on which the Independent Assessor's determination was communicated to the parties (or should have been).
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Date determination was communicated (or should have been)	
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Before making a non-MRO referral:

i	<p>You must:</p> <ul style="list-style-type: none"> • 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 <small>Click links for regulation</small>
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
	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

Arbitration Referral Form

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

DECLARATION

I believe that the facts stated in this referral form are true.

Full name			
Position held (if on behalf of a company)			
Signed		Date	

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