

# Application for Family Mediation

PLEASE COMPLETE IN BLOCK CAPITALS

Applicant	Other party
Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>
Work Tel: <input type="text"/>	Work Tel: <input type="text"/>
Home Tel: <input type="text"/>	Home Tel: <input type="text"/>
Mobile: <input type="text"/>	Mobile: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Date of Birth: <input type="text"/>	Date of Birth: <input type="text"/>
Occupation: <input type="text"/>	Occupation: <input type="text"/>
NI Number: <input type="text"/>	NI Number: <input type="text"/>

## MIAM

Are you about to make an application to court?: Yes  No

Would you like to have your Mediation Information & Assessment Meeting (MIAM) jointly with the other party or separately on different days with the same mediator? Jointly  Separately

Can you confirm that the other party has said that they are willing to attend a MIAM?: Yes  No

### if YES

Important Note:

Please ask the Other Party to personally email [admin@surreymediation.co.uk](mailto:admin@surreymediation.co.uk) or telephone 01372 749911 to confirm that they are willing to attend a MIAM. Once we have confirmation that both parties are willing to attend a MIAM we will be able to make appointments immediately.

### if NO / don't know

Important Note:

If the Other Party has not confirmed they are willing to attend a MIAM, we will write to them explaining that you, the applicant, are in the process of planning your MIAM and asking them to let us know whether they are willing to attend (jointly or separately as per your preference ticked above).

## Areas of Mediation

- Children issues
- Property and Finance
- Relations with grandparents/other family members
- All issues (Includes Children's issues and property and Finance)



Surrey Family  
& Mediation Services

## Lawyer

Name:

Firm:

Address:

Postcode

Telephone:

Facsimile:

Email:

DX:

## Lawyer

Name:

Firm:

Address:

Postcode

Telephone:

Facsimile:

Email:

DX:

## Children Details

Forename:

Surname:

Living with:

Date of Birth:

Forename:

Surname:

Living with:

Date of Birth:

Forename:

Surname:

Living with:

Date of Birth:

Forename:

Surname:

Living with:

Date of Birth:

Are there any court orders in force eg injunctions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there restrictions on your address or phone number?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you willing to sit in the waiting room together?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are Social Services of CAFCASS involved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there Child Protection issues?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there a history of domestic abuse or intimidation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you on benefit or low income?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## Preferred Appointment Venue

Dorking

Epsom

Guildford

Reigate

Egham

Woking

Esher

Ash

### Applicant

Name:

Signed

Dated:

### Other Party

Name:

Signed

Dated:



Telephone: 01372 749911  
Email: [admin@surreymediation.co.uk](mailto:admin@surreymediation.co.uk)

Surrey Family & Mediation Services  
Company Limited by Guarantee, Company No. 4363273.  
Registered Office: Unit A - Aviary Court, 138 Miles Road, Epsom, Surrey KT19 9AB  
Affiliated to National Family Mediation. VAT registration number 843457905.  
Registered in England & Wales. Registered Charity 1091539.

# Surrey Family & Mediation Services

## Cancellation Policy

### Legally Aided Clients

The service requires at least 7 working days' notice of any appointment cancellation. Should such notice not have been given, the client cancelling will be liable to pay an Administrative Fee of £50.

If the appointment is rescheduled and attended within 7 working days, the Administrative Fee may be refunded at the Service Director's discretion.

This charge also applies to any clients who do not arrive on the day.

### Private Clients

The service requires at least 7 working days' notice of any appointment cancellation. Should such notice not have been given, the client cancelling the appointment will be charged on the scale below. This charge also applies to any clients who do not arrive on the day.

Number of working days' notice	Amount refunded	Example fee	Example refund
7	100%	£170	£170
6	80%	£170	£136
5	60%	£170	£102
4	40%	£170	£68
Less than 4 days' notice	No refund available unless appointment is rescheduled and attended within 7 working days in which case the normal fee plus 25% is payable	£170 Or £170 + 25% = £212.50	£0



Telephone: 01372 224730  
Email: [admin@surreymediation.co.uk](mailto:admin@surreymediation.co.uk)

Surrey Family & Mediation Services  
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