



Complaints Form

For full details of how the BIID Complaints Procedure works, please see the BIID Complaints Procedure document. Please read that document carefully before you complete this form.

Please complete all sections of this form:

Section 1: Details of complainant and subject of the complaint

Section 2: Summary of your complaint

Section 3: Details of clauses of the Code of Conduct you are alleging have been breached

Section 4: Evidence

Section 1

Your name:

The BIID designer who you are complaining about:

Date:

Important note:

The BIID is unable to hear any complaint while legal proceedings are ongoing. By submitting this form you are confirming that you are not currently engaged in any legal proceedings against this designer, including any criminal, civil or small claims court proceedings. If you are currently engaged in legal proceedings, you will need to wait until they are concluded to lodge your complaint. If you submit this form then subsequently instigate proceedings this complaints process will cease until they are concluded.

British Institute of Interior Design
50 Liverpool Street
London, EC2M 7PY

Tel: 020 7628 0255
Eml: info@BIID.org.uk

www.BIID.org.uk

Registered Office:
Summit House
170 Finchley Road
London, NW3 6BP

VAT reg No. GB 318 3948 36
Registered in England & Wales,
Co Reg No. 860708



Section 2

Short summary of your complaint (800 words)

Please give us a short summary of your dispute with the BIID member.

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Section 3

Alleged breaches of the Code of Conduct.

Please read the BIID Code of Conduct carefully. Any complaint against a BIID member can only be considered in terms of whether or not it represents a breach of the Code of Conduct. We therefore need to fully understand the breaches you are alleging. In due course the BIID member will be given a chance to provide a written response to the allegations which will be shared with you.

First clause you are alleging was breached:

Your argument for why the clause was breached (500 words):

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Second clause you are alleging was breached:

Your argument for why the clause was breached (500 words):

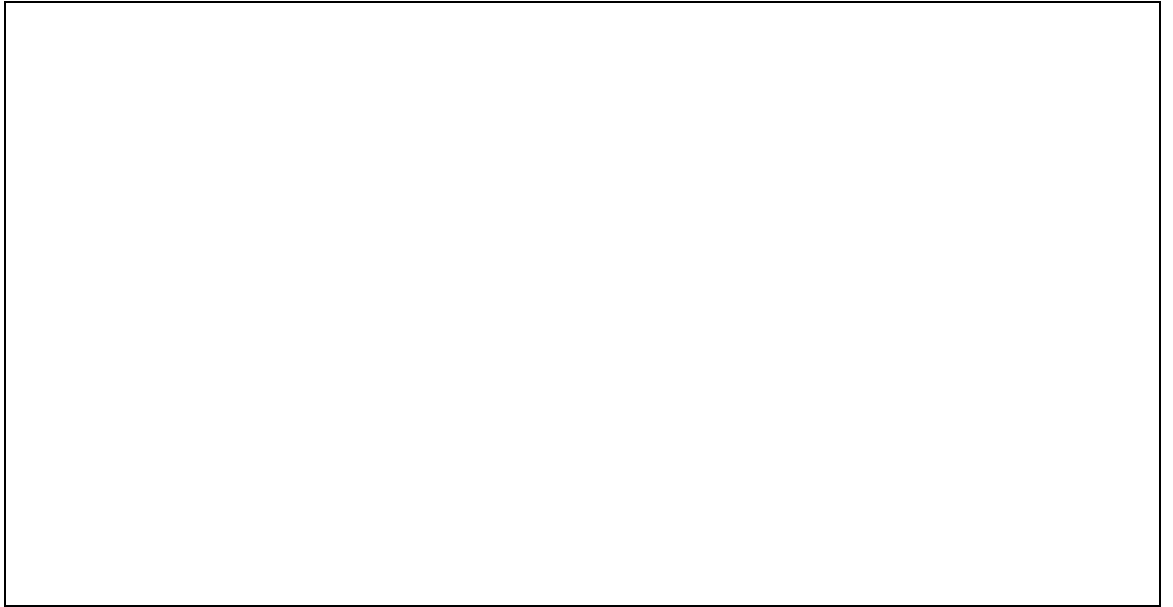
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Third clause you are alleging was breached:

Your argument for why the clause was breached (500 words):

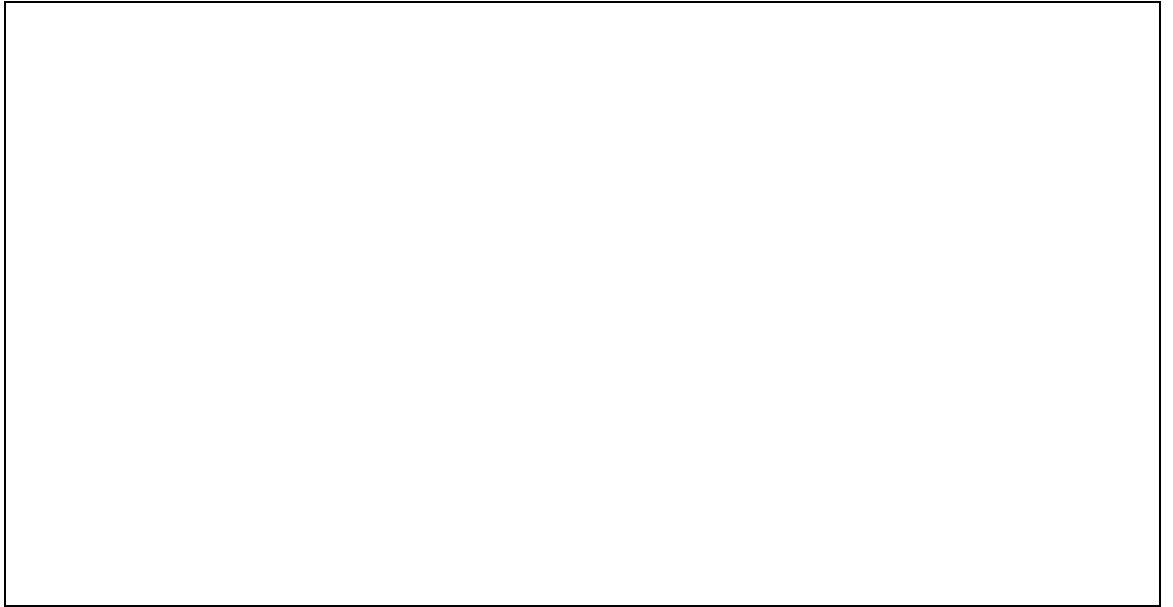
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Fourth clause you are alleging was breached:

Your argument for why the clause was breached (500 words):

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Fifth clause you are alleging was breached:

Your argument for why the clause was breached (500 words):

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If there are more than 5 clauses of the Code of Conduct that you are alleging have been breached, please create a new document and submit it alongside this form.

Section 4

Evidence:

You will need to provide evidence to support all of your allegations. Alongside this form, please send us all relevant evidence. This could include, but is not limited to, copies of a contract you entered into with the designer, email correspondence, meeting minutes, invoices, details of witnesses etc. Wherever possible please include these as digital documents and not scans of print outs. This will enable easier digital searching of the contents of these documents.

Submission:

Once you have completed this form, please email it with any supporting evidence to Katherine.elworthy@biid.org.uk

If the file sizes are too large to send by email, please use a file sharing service such as WeTransfer.

Next steps:

Once we have received your complaint we will be in touch to confirm receipt.

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