

### SCHEDULE 3

Requirements that a competent authority must be satisfied that the body meets

#### **Fairness**

7. The body—
  - (a) ensures that during the alternative dispute resolution procedure the parties may, within a reasonable period of time, express their points of view;
  - (b) provides a party to a dispute within a reasonable period of time, upon request, with the arguments, evidence, documents and facts put forward by the other party to the dispute, including a statement made, or opinion given, by an expert;
  - (c) ensures that the parties may, within a reasonable period of time, comment on the information and documents provided under paragraph (b);
  - (d) informs the parties that they are not obliged to retain a legal advisor, but that they may seek independent advice or be represented or assisted by a third party at any stage of the alternative dispute resolution procedure;
  - (e) notifies the parties of the outcome of the alternative dispute resolution procedure on a durable medium and gives the parties a statement of the grounds on which the outcome is based.