

## ADJUDICATION APPLICATION

I/we the Claimant make application under Section 21 of the Building and Construction Industry Payments Act 2004, for the nomination of an adjudicator to determine a disputed payment claim.

### CLAIMANT DETAILS

Company Name: .....

Contact Name: .....

Address: .....

..... Post code: .....

Phone No: ..... Fax No: ..... ABN: .....

### RESPONDENT DETAILS

Company Name: .....

Contact Name: .....

Address: .....

..... Post code: .....

Phone No: ..... Fax No: ..... ABN: .....

### PAYMENT CLAIM DETAILS

Contract / Project Title: .....

Total Payment Claim amount: \$.....

Invoice / Payment Claim No: .....

Date of Payment Claim: .....

Services contracted: .....

**NOTICE OF INTENT TO APPLY FOR ADJUDICATION (if applicable)**

Date Claimant notified Respondent under Section 21(2)(a): .....

**PAYMENT SCHEDULE DETAILS (if applicable)**

Date of Payment Schedule: .....

Payment Schedule amount: \$.....

**AMOUNT PAID (if applicable)**

Amount of Payment Claim paid by Respondent: \$.....

Date paid: .....

**Signed by the Claimant:**..... **Dated:**.....

**NOTES:**

1. An adjudication application fee of \$250.00 (including GST) applies and must be submitted with this application.
2. The Adjudication Application should be accompanied by the following:
  - (a) A copy of the contract under which the Claimant raised the Payment Claim;
  - (b) A copy of the Claimant's Payment Claim;
  - (c) A copy of the Respondent's Payment Schedule;
  - (d) All relevant submissions which the Claimant wants the Adjudicator to consider;
  - (e) Other relevant documents, for example, invoices from suppliers, measurements, test results, quality assurance certificates, statutory declarations, proof of insurance, experts reports, etc.

**!!! IMPORTANT !!!**

A copy of the Adjudication Application is to be served on the Respondent on the same day as being served on Australian Solutions Centre (ASC). If it is not served on the same day the Claimant **MUST** notify the Authorised Nominating Authority of the date of service on the Respondent. ASC Business Hours are 9.00am to 5.00pm Monday to Friday.