

## Request for an Adjudication Certificate

Section 30 of the Building and Construction Industry Payments Act 2004 (Qld) states that an Adjudication Certificate can be issued "if the respondent fails to pay the whole or any part of the adjudicated amount to the claimant under section 29."

**Fees:** The fee to issue an Adjudication Certificate is dependent on the Adjudicated Amount, as follows:

Adjudicated Amount	Up to \$10 000	\$10 001 to \$40 000	\$40 001 to \$750 000	over \$750 000
Fee (inc GST)	\$110	\$330	\$550	\$825

The fee **must** accompany this request and is recoverable from the Respondent in the same proportion as the Adjudicator decided is payable by the Respondent.

The Claimant requests Adjudicate Today to provide an Adjudication Certificate under section 30 of the Building and Construction Industry Payments Act 2004 (Qld). Adjudicate Today is the Authorised Nominating Authority to whom the Adjudication Application was made.

### Section 1

Adjudication Application Number: \_\_\_\_\_

Claimant Name: \_\_\_\_\_

Claimant Address: \_\_\_\_\_

Claimant ACN: \_\_\_\_\_ ABN: \_\_\_\_\_

Respondent Name: \_\_\_\_\_

Respondent Address: \_\_\_\_\_

Respondent ACN: \_\_\_\_\_ ABN: \_\_\_\_\_

Adjudicator: \_\_\_\_\_

Date of Adjudication Decision: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date the progress payment became payable as decided by the Adjudicator: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Adjudicate Today serves a copy of the Adjudication Decision on both Parties. The Claimant may also opt to serve a copy of the Decision on the Respondent.

If you served a copy, what is the date of receipt of the Decision by the Respondent? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*(Note: if served by ordinary post, as a matter of caution we suggest you allow 4 business days for delivery.)*

**Note:** A request for an Adjudication Certificate **cannot be validly made** until after 5 full business days have elapsed from the date the Decision was served on the Respondent or if the Adjudicator decided a later date, that later date. Adjudicated Amount determined by Adjudicator: \$ \_\_\_\_\_

Amount of the Adjudicated Amount which is still unpaid: \$ \_\_\_\_\_

### Section 2 (Optional)

The Claimant MAY request Adjudicate Today to specify in the Adjudication Certificate the amount of interest payable (if any) arising from the Decision of the Adjudicator. In order to make this request, the Claimant must provide the following particulars.

In respect of the Adjudicated Amount, the Claimant has received these amounts on these dates:

(If no payment has been received – insert "NIL") \$ \_\_\_\_\_ on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\$ \_\_\_\_\_ on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

The rate of interest decided by the Adjudicator is: (Refer to Page 3, Section 2 of this form) \_\_\_\_\_%

The amount of interest due at the date of this application is: \$ \_\_\_\_\_

The amount of interest due daily is: \$ \_\_\_\_\_

**[Please attach a schedule demonstrating how you calculated the interest amount. An example calculation appears on page 3.]**

**Section 3 (Optional)**

The Claimant is entitled to recover the Respondent's share of any adjudication fee paid by the Claimant but not reimbursed by the Respondent ("the unpaid share"). In order to recover the unpaid share, please provide the following particulars.

Fees and expenses payable

To the Adjudicator: (adjudication fee) \$ \_\_\_\_\_

To Adjudicate Today: (fee payable to issue the Adjudication Certificate) \$ \_\_\_\_\_

Total fees and expenses payable: \$ \_\_\_\_\_

Proportion which the Adjudicator decided must be paid by the Respondent: \_\_\_\_\_%

Fees and expenses that the Claimant has paid

To the Adjudicator: (adjudication fee) \$ \_\_\_\_\_

To Adjudicate Today: (fee payable to issue the Adjudication Certificate) \$ \_\_\_\_\_

Total fees and expenses that the Claimant has paid: \$ \_\_\_\_\_

Fees and expenses that the Claimant has paid on behalf of the Respondent

(Refer to *Proportion which the Adjudicator determined must be paid by the Respondent* above.)

To the Adjudicator: (adjudication fee) \$ \_\_\_\_\_

To Adjudicate Today: (fee payable to issue the Adjudication Certificate) \$ \_\_\_\_\_

Total fees and expenses that the Claimant has paid on behalf of the Respondent: \$ \_\_\_\_\_

Amount, if any, reimbursed by the Respondent: \$ \_\_\_\_\_

The unpaid share to be certified: \$ \_\_\_\_\_

**Payment**

Was the Adjudication Application processed as a \$1,100 Fixed Fee application? (for claimed amounts under \$15,000 only) **Yes** **No** . If **Yes**, further payment is not required for an Adjudication Certificate. Please note that payment **must clear in the Adjudicate Today bank account** before the Certificate can be issued. Please select:

A cheque for \$ \_\_\_\_\_ will be posted to Adjudicate Today's head office at:  
Adjudicate Today, Suite 2, Mona Vale Business, 90 Mona Vale Road, MONA VALE NSW 2103.

The funds will be transferred via electronic transfer into the following account:

**BSB : 082 294 Account number: 571 500 017 Account name: Adjudicate Today Pty Limited**

The transfer receipt will either be faxed to 1300 760 220 or emailed to qld@adjudicate.com.au

Please bill \$ \_\_\_\_\_ to the following credit card. Please select: MasterCard VISA

Cardholder Name (as it appears on the card): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry date: \_\_\_\_\_ Signature: \_\_\_\_\_

**The address that the Adjudication Certificate should be express posted to**

The Adjudication Certificate should be sent to the address shown on page 1 of the application: **Yes** **No**

If **No**: Please provide the address that the Adjudication Certificate should be sent to:

Company name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Declaration**

**Please select: I am the Claimant an authorised representative of the Claimant**

I am authorised to make this application on behalf of the Claimant. I certify that the particulars provided in this application and attachments are true and correct and that copies attached are true copies of the original documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type or Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

# Notes for the Guidance of Persons making a Request for an Adjudication Certificate

## Section 1

- 1 The request must be lodged with the Authorised Nominating Authority which nominated the adjudicator.
- 2 The request cannot be made before the expiration of both 5 business days after the Adjudicator's Decision was served on the Respondent and the date (decided by the Adjudicator) as the date on which the progress payment became payable.
- 3 The request cannot be made unless the whole or part of the Adjudicated Amount remains unpaid at the date of the request.
- 4 The request must be accompanied by the fee charged by the Authorised Nominating Authority for issue of the Adjudication Certificate. If the Adjudication Application was processed as a \$1,100 Fixed Fee application (available for applications with claimed amounts under \$15,000 only) the fee payable for the Adjudication Certificate is \$0.00.
- 5 Completion of Sections 2 and 3 of the Application Form is optional.

## Section 2

- 1 Interest **will not** be included in the Adjudication Certificate unless the Claimant completes Section 2.
- 2 Interest must be calculated at the rate decided by the Adjudicator in the Adjudication Decision. Interest is simple interest unless the Adjudicator has decided otherwise.
- 3 In calculating interest, the date upon which the progress payment became payable (as decided by the Adjudicator) should not be included but the date of this application should be included.
- 4 Interest should be calculated only on unpaid amounts. If an amount has been paid, interest is not payable from the date upon which payment was received.
- 5 The interest rate decided by the Adjudicator does not apply to adjudication fees.
- 6 The formula which may be used to calculate simple interest payable is as follows:

$$I = A \times \frac{\text{Days}}{365} \times \text{Rate of interest}$$

Where:

**I** = Interest due

**A** = Adjudicated Amount as shown on the Adjudication Decision

**Days** = Number of full days which have elapsed since the due date for payment.

The due date for payment is shown on the Adjudication Decision.

**Rate of interest** = Rate of interest as shown on the Adjudication Decision

Rate under <b>67P</b> of the Queensland Building Services Authority 1991	For information and assistance on calculations using this rate of interest, please refer to <a href="http://www.bicrs.com.au">www.bicrs.com.au</a> .
<b>Rate prescribed under s.15(3) of the Act</b> means the rate prescribed under <b>67P</b> of the Queensland Building Services Authority 1991 (please see above).	

<b>Supreme Court rate</b>	Adjudicate Today understands the Supreme Court rate is currently 10% per annum. To confirm that this is correct, please refer to section 48(1) of the Supreme Court Act 1995 (Qld).
<b>Rate prescribed under s.15(2)(a) of the Act</b> means the <b>Supreme Court rate</b> (please see above).	

\* In all cases, the claimant **MUST** make its own enquiries to satisfy itself of the relevant rate of interest.

Example only:	Calculation:	Interest due:
<b>If A</b> = \$100, 000 <b>Days</b> = 31 <b>Rate</b> = 10% pa	<b>then I</b> = \$100,000 x $\frac{31}{365}$ x 10%	<b>I</b> = \$849.32

\* Be sure to refer to points 1-6 of Section 2, when calculating interest.

## Section 3

- 1 If the Claimant has paid the Respondent's share (or part of the Respondent's share) of the fees of the Authorised Nominating Authority or the Adjudicator, the Claimant should complete Section 3 and provide the Authorised Nominating Authority with proof of payment.
- 2 Proof of payment may be by receipts, a statement by the Claimant's accountant, a statutory declaration or a statement by a person who is able to certify as to payment and non reimbursement.

## Declaration

- 1 The Claimant or its authorised representative must complete the declaration at the foot of the Application Form. If the Claimant is a company then an officer duly authorised by the company should complete the Application Form.
- 2 This Application can be made by post, fax or email.