

Date Received:

File No.:

**ACT ADJUDICATION APPLICATION FORM**

The Claimant applies for adjudication under the *Building and Construction Industry (Security of Payment) Act 2009* (ACT) for the referenced Payment Claim. The documents attached to or submitted with this application form part of this application.

The Claimant must ensure all details are correct and complete.

Claimant's Details –

Claimant Company Name: (or sole trader, partnership or trustee name)					
Trading Name (if different):					
Claimant Contact:	Title		First name		Last Name
ABN:				ACN:	
Business Address:					
Suburb:				State:	Postcode:
Telephone:	Area Code			Mobile:	
Email:					

Respondent's Details –

Respondent Name:					
Trading Name (if different):					
Respondent Contact:	Title		First name		Last name
ABN:				ACN:	
Address: (as provided in contract or later correspondence)					
Suburb:				State:	Postcode:
Telephone:	Area Code			Mobile:	
Email:					

Contract Details –

Contract Date (date of oral/written agreement to undertake construction work/supply goods and services):		Project Location Postcode:	
Project Location Address:			
Project Name:		Contract number: (One Construction Contract only to be adjudicated under each application.)	(If applicable)
Claimant's Business Type:	Consultant Contractor	Subcontractor Supplier	Respondent's Business Type: Client Consultant Contractor Head contractor Subcontractor Supplier
Type of construction work / related goods and services:	Eg: Concreting, plumbing, electrical engineering etc.		Date to which construction work or related goods and services calculated:
Payment Claim Amount: (incl. GST)		Payment Claim Date: (Date claim served on Respondent)	
Payment Schedule Amount: (incl. GST)		Payment Schedule Date: (Date schedule received by Claimant)	(If provided)
Total payment(s) received: (Since service of Payment Claim)	(If provided)	Payment Due Date:	
If a Payment Schedule was not received, what date was the notice under section 19(2) of the Act received by the Respondent?			

If requested by Adjudicate Today, the Claimant acknowledges and agrees to provide two hard copies of the adjudication application (including all attachments).

Date _____ **Print** name of Claimant or Claimant representative _____ **Signature** of Claimant or Claimant representative _____

Adjudication Fees

Payment Claim Amount	Fee (incl GST)
Up to \$5,000	\$900 (fixed rate)
From \$5,001 to \$15,000	\$1,500 (fixed rate)
From \$15,001 to \$25,000	\$2,700 (fixed rate)
From \$25,001 to \$50,000	\$5,100 (fixed rate)
Over \$50,000	Hourly rate (based on the grade of adjudicator appointed)
	Grade 1 = \$285/hr, Grade 2 = \$410/hr, Grade 3 = \$495/hr

Adjudication Certificate Fees

Adjudicated Amount	Fee (incl GST)
Up to \$15,000	\$110
From \$15,001 to \$40,000	\$330
From \$40,001 to \$750,000	\$550
Over \$750,000	\$825

Adjudicate Today's Fee Policy is available online at www.adjudicate.com.au/company/fee-policy

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Adjudication Application Index

DOCUMENT	Tab/Page #
Adjudication Application Form	
Written Submissions <i>A written document explaining the claim, value of work, history of the matter, and responding to the reasons (if any) provided by the Respondent in the payment schedule for non-payment.</i>	
Payment Claim (<i>including any attachments</i>)	
Payment Claim evidence of service <i>Confirmation of the date and method by which the Claimant served the Payment Claim on the Respondent.</i>	
Section 19(2) Notice (if applicable)	
Section 19(2) evidence of service <i>Confirmation of the date and method by which the Claimant served the Section 19(2) Notice on the Respondent.</i>	
Payment Schedule (if served)	
Payment Schedule evidence of service <i>Confirmation of the date and method by which the Claimant received the Payment Schedule from the Respondent.</i>	
Construction Contract <i>For example: written contract document, exchange of letters/emails, quotation, details of an oral agreement.</i>	
Supporting Documents	

Use of this index template is not mandatory, but may assist both the compilation and processing of an Adjudication Application.