

Date Received:

File No.:



adjudicate.com.au

Resolving Building and Construction Disputes

**SA ADJUDICATION APPLICATION FORM**

The Claimant applies for adjudication under the *Building and Construction Industry Security of Payment Act 2009* (SA) 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:<br>(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:<br>(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 <b>only</b> to be adjudicated under each application.) |                        | (If applicable)                 |   |
| Claimant's Business Activity:   |  | Principal<br>Head Contractor<br>Subcontractor  | Supplier<br>Consultant | Respondent's Business Activity: | Principal<br>Head Contractor<br>Subcontractor<br>Supplier<br>Consultant |
| Type of construction work / related goods and services:   |  | Date to which construction work or related goods and services calculated:                          |                        |                                 |   |
| Payment Claim Amount:<br>(incl. GST)  |  | Payment Claim Date:<br>(Date claim served on Respondent)   |                        |                                 |   |
| Payment Schedule Amount:<br>(incl. GST)   |  | Payment Schedule Date:<br>(Date schedule received by Claimant)                                     |                        |                                 |   |
| Total payment(s) received:<br>(Since service of Payment Claim)  |  | Payment Due Date:  |                        |                                 |   |
| If a <b>Payment Schedule</b> was <b>not</b> received, what date was the notice under section 17(2) of the Act received by the Respondent? |  |  |                        |                                 |   |

**If requested by Adjudicate Today**, the Claimant acknowledges and agrees to provide a hard copy of the adjudication application (including all attachments)

**IMPORTANT: A copy of the adjudication application (including all attachments) must be served on the Respondent.**

**Date** \_\_\_\_\_ **Print name of Claimant or Claimant representative** \_\_\_\_\_ **Signature of Claimant or Claimant representative** \_\_\_\_\_

**Adjudication Fees**

|                             |  |
|-----------------------------|--|
| <i>Payment Claim Amount</i> | <i>Fee (incl GST)</i>  |
| 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)<br>Grade 1 = \$285, Grade 2 = \$410, Grade 3 = \$495 |

**Adjudication Certificate Fees**

|                            |                       |
|----------------------------|-----------------------|
| <i>Adjudicated Amount</i>  | <i>Fee (incl GST)</i> |
| 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](http://www.adjudicate.com.au/company/fee-policy)

|  |  |  |  |   |   |  |
|--|--|--|--|---|---|--|
|  | Adjudicate Today Pty Ltd   | Phone: 1300 760 297  | Fax: 1300 760 220  | ABN 39 109 605 021  | www.adjudicate.com.au   |  |
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| Suite 2<br>Mona Vale Business<br>90 Mona Vale Road<br>Mona Vale NSW 2103 | Level 18<br>324 Queen Street<br>Brisbane City Qld 4000           | Level 27<br>101 Collins Street<br>Melbourne Vic 3000             | Level 1<br>The Realm<br>18 National Circuit<br>Barton ACT 2600   | Level 6<br>Reserve Bank Building<br>111 Macquarie Street<br>Hobart Tas 7000 | Level 30<br>Westpac House<br>91 King William Street<br>Adelaide SA 5000 | Level 28<br>AMP Tower<br>140 St Georges Terrace<br>Perth WA 6000 |
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| <b>DOCUMENT</b>  | <b>Tab/Page #</b> |
|--|-------------------|
| <b>Adjudication Application Form</b>   |                   |
| <b>Written Submissions</b><br><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> |                   |
| <b>Payment Claim (including any attachments)</b>   |                   |
| <b>Payment Claim evidence of service</b><br><i>Confirmation of the date and method by which the Claimant served the Payment Claim on the Respondent.</i>   |                   |
| <b>Section 17(2) Notice (if applicable)</b>  |                   |
| <b>Section 17(2) evidence of service</b><br><i>Confirmation of the date and method by which the Claimant served the Section 17(2) Notice on the Respondent.</i>  |                   |
| <b>Payment Schedule (if served)</b>  |                   |
| <b>Payment Schedule evidence of service</b><br><i>Confirmation of the date and method by which the Claimant received the Payment Schedule from the Respondent.</i>   |                   |
| <b>Construction Contract</b><br><i>For example: written contract document, exchange of letters/emails, quotation, details of an oral agreement.</i>  |                   |
| <b>Supporting Documents</b>  |                   |

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