

Date Received:

File No.:

VIC ADJUDICATION RESPONSE FORM

Adjudication Application Number:	
Adjudicator:	
Authorised Nominating Authority (ANA):	Adjudicate Today Pty Ltd Level 27, 101 Collins Street MELBOURNE VIC 3000 Ph: 1300 760 297; Fax: 1300 760 220
Description of Project:	
Date of Claimant's service of Payment Claim on Respondent:	
Claimed amount:	
Alleged excluded amount(s) (if any):	
Date of Respondent's service of Payment Schedule on Claimant:	
Scheduled amount:	
Claimant Company Name: (or sole trader, partnership or trustee name)	
Claimant ABN/ACN:	
Claimant's address:	
Respondent Company Name: (or sole trader, partnership or trustee name)	
Respondent ABN/ACN:	
Respondent's address:	
Date of Claimant's service of Adjudication Application on Respondent:	
Date on which the Respondent received notification of the Adjudicator's acceptance of the Adjudication Application:	

The Respondent is to **provide a hard copy of the adjudication response only if requested by Adjudicate Today**. Should the Respondent not provide the requested hard copy, Adjudicate Today may print the adjudication response (including all attachments) as necessary at commercial printing rates and will charge the Respondent those commercial rates.*

IMPORTANT: A copy of the adjudication response must be served on the Claimant.

Date

Print name of Respondent
or Respondent representative

Signature of Respondent
or Respondent representative

Adjudicate Today Pty Ltd Phone: 1300 760 297 Fax: 1300 760 220 ABN 39 109 605 021 www.adjudicate.com.au						
NSW	QLD	VIC	ACT	TAS	SA	WA
Suite 2	Level 18	Level 27	Level 1	Level 6	Level 30	Level 28
Mona Vale Business	324 Queen Street	101 Collins Street	The Realm	Reserve Bank Building	Westpac House	AMP Tower
90 Mona Vale Road	Brisbane City Qld 4000	Melbourne Vic 3000	18 National Circuit	111 Macquarie Street	91 King William Street	140 St Georges Terrace
Mona Vale NSW 2103			Barton ACT 2600	Hobart Tas 7000	Adelaide SA 5000	Perth WA 6000
nsw@adjudicate.com.au	qld@adjudicate.com.au	vic@adjudicate.com.au	act@adjudicate.com.au	tas@adjudicate.com.au	sa@adjudicate.com.au	wa@adjudicate.com.au

DOCUMENT	Tab/Page #
Adjudication Response Form	
Written Submissions <i>See 1 in Guidance Notes below.</i>	
Payment Schedule <i>See 2 in Guidance Notes below.</i>	
Payment Schedule evidence of service <i>Confirmation of the date and method by which the Respondent served the Payment Schedule on the Claimant.</i>	
Payment Claim <i>See 3 in Guidance Notes below.</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 18(2) <i>See 4 in Guidance Notes below.</i>	
Section 18(2) evidence of service <i>Confirmation of the date and method by which the Claimant served the Section 18(2) Notice on the Respondent.</i>	
Construction Contract <i>See 5 in Guidance Notes below.</i>	
Supporting Documents <i>See 6 in Guidance Notes below.</i>	

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

This information is necessarily brief. Further details regarding preparation of the adjudication response may be reviewed at www.adjudicate.com.au/vic/served/respondent-prepares-adjudication-response.

The Respondent should not rely upon this information, but should study the Act and if necessary, consider seeking expert advice. A copy of the Act is available at www.adjudicate.com.au/pdf/vic_act_20070330.pdf.

The Respondent may lodge with the adjudicator a response to the claimant's adjudication application if the Respondent has provided a payment schedule to the Claimant under section 15(4)(b) or section 18(2)(b) of the Act. Refer to section 15 of the Act for an explanation of the term *Payment Schedule*.

The adjudication response must be served on the adjudicator on or before the later of:

- o five (5) business days of receiving the adjudication application from the claimant; or
- o two (2) business days of receipt of the notice of an adjudicator's acceptance of the application.

Section 22(3) of the Act prohibits the adjudicator from considering an adjudication response if it is lodged outside this period.

The Respondent's Adjudication Response must:

- a) must be in writing; and
- b) must identify the Adjudication Application to which it relates; and
- c) must include the names and addresses of any relevant principal of Respondent and any other person who the Respondent knows has a financial or contractual interest in the matters that are the subject of the Adjudication Application; and
- d) must be addressed to the Adjudicator and be received by the Adjudicator within time; and
- e) must identify any amount of the Payment Claim that the Respondent alleges is an excluded amount; and
- f) may include any submissions relevant to the response that the respondent chooses to include; and
- g) may include reasons for withholding payment that were not included in the Payment Schedule; and
- h) must at the same time be served on the Claimant.

1. Written submissions

A written submission by the Respondent, providing full details of reasons given in the Payment Schedule for refusing to pay or for withholding payment of any amount.

Submissions are essentially arguments in support of the Respondent's case. The Adjudicator cannot be expected to assume that something said by the Respondent in a letter or minutes of a meeting or other supporting document, is true. As supporting documents usually don't speak for themselves, in the written submissions, the Respondent should state what each supporting document is and how the Respondent contends that the supporting document supports the Respondent's case. The written submissions may include legal arguments, arguments on the interpretation of the contract or other arguments. If the Respondent wants to contend that something in a supporting document is true, the Respondent should say so in the written submissions. If the Respondent fails to do so the Adjudicator might draw the inference that the Respondent is not prepared to argue that the statement is true.

2. Payment Schedule

A full copy of the Payment Schedule.

Written evidence of the date and method by which the Claimant received the Payment Schedule from the Respondent. For example, copy of email message, postal details including postal address, etc.

3. Payment Claim

A full copy of the Payment Claim.

Written evidence of the date and method by which the Respondent received the Payment Claim from the Claimant. For example, copy of email message, postal details including postal address, etc.

	Adjudicate Today Pty Ltd	Phone: 1300 760 297	Fax: 1300 760 220	ABN 39 109 605 021	www.adjudicate.com.au	
NSW	QLD	VIC	ACT	TAS	SA	WA
Suite 2	Level 18	Level 27	Level 1	Level 6	Level 30	Level 28
Mona Vale Business	324 Queen Street	101 Collins Street	The Realm	Reserve Bank Building	Westpac House	AMP Tower
90 Mona Vale Road	Brisbane City Qld 4000	Melbourne Vic 3000	18 National Circuit	111 Macquarie Street	91 King William Street	140 St Georges Terrace
Mona Vale NSW 2103			Barton ACT 2600	Hobart Tas 7000	Adelaide SA 5000	Perth WA 6000
nsw@adjudicate.com.au	qld@adjudicate.com.au	vic@adjudicate.com.au	act@adjudicate.com.au	tas@adjudicate.com.au	sa@adjudicate.com.au	wa@adjudicate.com.au

4. Section 18(2) notice

A full copy of the Section 18(2) notice.

Written evidence of the date and method by which the Respondent received the Section 18(2) notice from the Claimant. For example, copy of email message, postal details including postal address, etc.

5. Construction Contract

Attach a copy of the Construction Contract. If the Construction Contractor or agreement is wholly or partly oral, set out the precise terms of the oral agreement, when it was made, the named person who entered the contract on behalf of the Respondent and what was said to form the oral agreement. Attach a copy of any emails, correspondence or paid invoices supporting the oral agreement.

6. Supporting documents

Supporting documents necessary to evidence or support the reasons for refusing to pay or for withholding payment may be attached. These may include, for example, technical reports, test results, photographs evidencing defective work, letters and minutes from meetings. Statutory declarations are not necessary, because an Adjudicator cannot test the contents of a statutory declaration, they are given no greater weight than unsworn witness statements.

7. Other important information

Timeframes provided by the Act

The times provided in the Act for service of documents are strict. If the times are not observed exactly, the Adjudicator will not be able to consider it. The Act's Definition states that **Business Day** does not include a Saturday or Sunday, or a public holiday.

Common Pitfalls

Through the experience of managing thousands of Adjudication Applications, Adjudicate Today has been made aware of many common mistakes. For a list of issues that respondents must get right, please visit our website at www.adjudicate.com.au/vic/start/common-respondent-pitfalls.

Documents submitted in soft copy

If possible, use word searchable PDF format documents for submissions, statutory declarations, etc.

Documents submitted in hard copy

The Act does not provide a requirement for Adjudicators to make documents submitted available for return at the close of an adjudication. As it is ultimately at the Adjudicator's discretion whether documents lodged are made available for return, parties should consider submitting copies of documents rather than originals.

***Disclaimer re printing of hard copy of Adjudication Application**

If a hard copy is requested and not provided by the Respondent, Adjudicate Today may be required to print the adjudication application. Adjudicate Today we will take reasonable care to ensure accurate printing of electronic files, however, we make no warranty or representation, express or implied that the printing will be accurate or complete. Therefore, Adjudicate Today shall not be liable in any manner whatsoever for direct, indirect, incidental, consequential or punitive damage resulting from errors in the printing of the electronic files. Adjudicate Today shall not be liable in any way for possible errors or omissions in the contents of the printing. The cost of the printing will be charged to you at commercial printing rates plus staff time at the hourly rate of \$55.00 (incl. GST) for all time necessary and incidental to the printing. The hard copy of this Adjudication Application may be lodged with any Adjudicate Today state office.

	Adjudicate Today Pty Ltd	Phone: 1300 760 297	Fax: 1300 760 220	ABN 39 109 605 021	www.adjudicate.com.au	
NSW	QLD	VIC	ACT	TAS	SA	WA
Suite 2	Level 18	Level 27	Level 1	Level 6	Level 30	Level 28
Mona Vale Business	324 Queen Street	101 Collins Street	The Realm	Reserve Bank Building	Westpac House	AMP Tower
90 Mona Vale Road	Brisbane City Qld 4000	Melbourne Vic 3000	18 National Circuit	111 Macquarie Street	91 King William Street	140 St Georges Terrace
Mona Vale NSW 2103			Barton ACT 2600	Hobart Tas 7000	Adelaide SA 5000	Perth WA 6000
nsw@adjudicate.com.au	qld@adjudicate.com.au	vic@adjudicate.com.au	act@adjudicate.com.au	tas@adjudicate.com.au	sa@adjudicate.com.au	wa@adjudicate.com.au