

Date Received:

File No.:



VIC ADJUDICATION APPLICATION FORM

The Claimant applies for adjudication under the *Building and Construction Industry Security of Payment Act 2002* (Vic) 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 Company Name: (or sole trader, partnership or trustee name)						
Trading Name (if different):						
Respondent Contact:		Title	First name	Last name		
ABN:				ACN:		
Business 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)	
Claimant's Business Type:		Respondent's Business Type:	
Claimant's Business Structure:		Respondent's Business Structure:	
Type of construction work / related goods and services:		Reference date: (Refer to www.adjudicate.com.au/vic/start/claimant-prepares-payment-claim)	
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)	
Total payment(s) received: (Since service of Payment Claim)		Payment Due Date:	
If a Payment Schedule was not received, what date was the notice under section 18(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 representativeSignature of Claimant
or Claimant representative

NSW	QLD	VIC	ACT	TAS	SA	WA
Suite 2 Mona Vale Business 90 Mona Vale Road Mona Vale NSW 2103	Level 18 324 Queen Street Brisbane City Qld 4000	Level 27 101 Collins Street Melbourne Vic 3000	Level 1 The Realm 18 National Circuit Barton ACT 2600	Level 6 Reserve Bank Building 111 Macquarie Street Hobart Tas 7000	Level 30 Westpac House 91 King William Street Adelaide SA 5000	Level 28 AMP Tower 140 St Georges Terrace Perth WA 6000
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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 (<u>including</u> any attachments)	
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) Notice (if applicable)	
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>	
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.