

Date Received:

File No.:



## VIC ADJUDICATION APPLICATION FORM

Building and Construction Industry Security of Payment Act 2002 (Vic)

The Claimant applies for adjudication under the Act of 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		Fax:		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:						
Suburb:				State:		Postcode:
Telephone:	Area Code		Fax:		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)	
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 <a href="http://www.adjudicate.com.au/vic/start/claimant-prepares-payment-claim">www.adjudicate.com.au/vic/start/claimant-prepares-payment-claim</a> )	
Payment Claim Date: (Date claim served on Respondent)		Payment Due Date:	
Payment Claim Amount: (incl. GST)		Payment Schedule Date: (Date schedule received by Claimant)	
Payment Schedule Amount: (incl. GST)		Application Fee:	
If a <b>Payment Schedule</b> was <b>not</b> received, what date was the notice under section 18(2) of the Act received by the Respondent?		<b>\$NIL</b>	

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

This application form is provided to assist a Claimant to make an Adjudication Application under the *Building and Construction Industry Security of Payment Act 2002* (Vic). The use of this form is not mandatory to make an Adjudication Application.

**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

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 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
<a href="mailto:nsw@adjudicate.com.au">nsw@adjudicate.com.au</a>	<a href="mailto:qld@adjudicate.com.au">qld@adjudicate.com.au</a>	<a href="mailto:vic@adjudicate.com.au">vic@adjudicate.com.au</a>	<a href="mailto:act@adjudicate.com.au">act@adjudicate.com.au</a>	<a href="mailto:tas@adjudicate.com.au">tas@adjudicate.com.au</a>	<a href="mailto:sa@adjudicate.com.au">sa@adjudicate.com.au</a>	<a href="mailto:wa@adjudicate.com.au">wa@adjudicate.com.au</a>

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

# Adjudication Application Guidance Notes

(Guidance Notes do not form part of the Adjudication Application)

This information is necessarily brief. Further details regarding preparation of the Adjudication Application may be reviewed at [www.adjudicate.com.au/vic/served/claimant-disputes-payment-schedule-prepares-adjudication-application](http://www.adjudicate.com.au/vic/served/claimant-disputes-payment-schedule-prepares-adjudication-application)

The Claimant 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](http://www.adjudicate.com.au/pdf/vic_act_20070330.pdf)

## 1. Written Submissions

This is an opportunity for the Claimant to demonstrate an entitlement to payment. A written submission by the Claimant may include the following information:

- whether there is in existence a Construction Contract between the parties and whether the Payment Claim is made pursuant to that contract;
- whether the Payment Claim reasonably purports on its face to comply with the requirements of section 14(2) of the Act. The Payment Claim:
  - (a) must be in the relevant prescribed form (if any); and
  - (b) must contain the prescribed information (if any); and
  - (c) must identify the construction work or related goods and services to which the progress payment relates; and
  - (d) must indicate the amount of the progress payment that the claimant claims to be due (the claimed amount); and
  - (e) must state that it is made under this Act.
- whether there is evidence that the Payment Claim has been served on the Respondent;
- what the contract provides, if anything, about the particular claim made in the Payment Claim and the time for payment;
- whether the Claimant says that it has done the work for which the payment has been claimed but has not received payment.

The submission should also respond to the reasons, if any, given by the Respondent for withholding payment and should provide evidence or arguments to refute the Respondent's reasons for withholding payment.

Unless invited by the Adjudicator (see s.22(5) of the Act), the Claimant and the Respondent have no right to make further submissions after lodging their respective Adjudication Application and Adjudication Response. Consequently, it is most important that the initial submissions are complete.

## 2. Payment Claim

A full copy of the Payment Claim must be provided within the Adjudication Application.

Refer to section 14 of the Act for clarification of the meaning of the term "Payment Claim".

Further details may be reviewed at: [www.adjudicate.com.au/vic/start/claimant-prepares-payment-claim](http://www.adjudicate.com.au/vic/start/claimant-prepares-payment-claim).

### Payment Claim evidence of service

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

## 3. Section 18(2) Notice (if applicable)

If a section 18(2) Notice (Notice) was served on the Respondent, a full copy of the Notice must be provided within the Adjudication Application.

Further details may be reviewed at: [www.adjudicate.com.au/vic/not-served/claimant-prepares-s18-2-notice](http://www.adjudicate.com.au/vic/not-served/claimant-prepares-s18-2-notice).

### Section 18(2) Notice evidence of service

Written evidence of the date and method by which the Claimant served the section 18(2) Notice on the Respondent. 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 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
<a href="mailto:nsw@adjudicate.com.au">nsw@adjudicate.com.au</a>	<a href="mailto:qld@adjudicate.com.au">qld@adjudicate.com.au</a>	<a href="mailto:vic@adjudicate.com.au">vic@adjudicate.com.au</a>	<a href="mailto:act@adjudicate.com.au">act@adjudicate.com.au</a>	<a href="mailto:tas@adjudicate.com.au">tas@adjudicate.com.au</a>	<a href="mailto:sa@adjudicate.com.au">sa@adjudicate.com.au</a>	<a href="mailto:wa@adjudicate.com.au">wa@adjudicate.com.au</a>

#### 4. **Payment Schedule (if served)**

Refer to section 15 of the Act for clarification of the meaning of the term "Payment Schedule".

Full details regarding Payment Schedules may be reviewed at: [www.adjudicate.com.au/vic/served/respondent-serves-payment-schedule-within-time](http://www.adjudicate.com.au/vic/served/respondent-serves-payment-schedule-within-time).

##### Payment Schedule evidence of service

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.

#### 5. **Construction Contract**

Attach a copy of the Construction Contract. If the Construction Contract 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**

If possible, obtain witness statements or other technical reports, test results, photographs, invoices (from suppliers, quality assurance statements, if applicable, evidence of payment(s) to subcontractors) or other documentation which supports the claim, add these as numbered attachments. This is particularly important for larger claims. These attachments should show that the work was properly done and completed in line with the Construction Contract and/or that related goods and services were provided as per the progress claim. 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 Adjudication Application may result in an Adjudicator not having jurisdiction to determine the value of the Payment Claim. 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 Claimants must get right, please visit our website at [www.adjudicate.com.au/vic/start/common-claimant-pitfalls](http://www.adjudicate.com.au/vic/start/common-claimant-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 Claimant, 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				
<a href="mailto:nsw@adjudicate.com.au">nsw@adjudicate.com.au</a>	<a href="mailto:qld@adjudicate.com.au">qld@adjudicate.com.au</a>	<a href="mailto:vic@adjudicate.com.au">vic@adjudicate.com.au</a>	<a href="mailto:act@adjudicate.com.au">act@adjudicate.com.au</a>	<a href="mailto:tas@adjudicate.com.au">tas@adjudicate.com.au</a>	<a href="mailto:sa@adjudicate.com.au">sa@adjudicate.com.au</a>	<a href="mailto:wa@adjudicate.com.au">wa@adjudicate.com.au</a>				