

Date Received:

File No.:



## VICTORIAN 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			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 <b>only</b> to be adjudicated under each application)	(If applicable)		
Claimant's Business Type:	Developer Head contractor Major subcontractor Trade contractor Supplier	Consultant Project manager Manufacturer of building materials or components	Respondent's Business Type:	Developer Head contractor Major subcontractor Trade contractor Supplier	Consultant Project manager Manufacturer of building materials or components	
Claimant's Business Structure:	Pty Ltd Company Ltd Company Partnership Sole trader	Trust Incorporated Assoc. Other Not known	Respondent's Business Structure:	Pty Ltd Company Ltd Company Partnership Sole trader	Trust Incorporated Assoc. Other Not known	
Type of construction work / related goods and services:	Eg: Concreting, plumbing, electrical engineering etc.		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)	(If provided)		
Payment Schedule Amount: (incl. GST)	(If provided)		Total payment(s) received: (Since service of Payment Claim)			
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?						

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

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 representative

Signature of Claimant or Claimant representative

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<b>DOCUMENT</b>	<b>Tab/Page #</b>
<b>Adjudication Application Form</b>	
<b>Written Submissions</b>	
<b>Payment Claim (<u>including</u> any attachments)</b>	
<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>	
<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>	
<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>	
<b>Supporting Documents</b>	

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