



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

To: Rialto Adjudications Pty Ltd (Authorised Nominating Authority)
 Level 9, 440 Collins Street, Melbourne Vic 3000
 Ph: 1300 986 440 Fax: 03 9510 6081 email: greg.bowman@rialtoadjudications.com.au

And To: The Respondent

Claimant Details:

Name of Claimant:			
ABN:		ACN:	
Contact Name:			
Ordinary Place of Business:			
Suburb:	State:	Postcode:	
Telephone:	Email:		
Facsimile:	Mobile:		

Respondent Details:

Name of Respondent:			
ABN:		ACN:	
Contact Name:			
Ordinary Place of Business:			
Suburb:	State:	Postcode:	
Telephone:	Email:		
Facsimile:	Mobile:		

Project Details:

Name of Project:			
Address of Project:			
Suburb:	State:	Postcode:	
Contract Number:			
Description of Works:			

Claim Details:

Reference Date for Payment Claim:	
Date of Payment Claim:	
Due date for payment under the Contract:	
Total Amount of Payment Claim \$:	
Date of Payment Schedule:	
Amount Respondent Proposes to Pay \$:	
Date of Section 18(2) Notice (if no Payment Schedule):	

Service of Application for Adjudication on the Respondent:

Date you Served a complete copy of the Application on the Respondent:	
Method of Service (e.g. email, by hand, post):	

The Claimant applies for adjudication under the Building and Construction Industry Security of Payment Act 2002 (Vic).

Signed on behalf of the Claimant:

Date:

A complete copy of the Application for Adjudication, including all attachments must be Served on the Respondent by the Claimant.

Application Checklist

Copies of the following documents should be submitted with this Application for Adjudication:

1. Index
2. Submissions of the Claimant
3. The Payment Claim (including any supporting documents submitted in support of the Payment Claim)
4. The Payment Schedule (including any supporting documents served with the Payment Schedule)
5. Section 18(2) Notice (if applicable)
6. The Contract (if not a written Contract, include in your Submissions document details of how and when the verbal Contract was formed and the terms agreed)
7. Further supporting documents which may include, for example:
 - a. Correspondence
 - b. Invoices
 - c. Meeting minutes
 - d. Diary notes
 - e. Photographs
 - f. Other documents/information
8. Details of how and when a complete copy of the Application for Adjudication was served on the Respondent

Information for the Respondent:

1. The Respondent may, subject to the provisions of the Act, lodge with the adjudicator a response to the Claimant's Application for Adjudication (the "Adjudication Response") at any time within –
 - a. 5 business days after receiving a copy of the Application for Adjudication; or
 - b. 2 business days after receiving notice of an adjudicator's acceptance of the application – whichever time expires later.
2. The Adjudication Response –
 - a. Must be in writing; and
 - b. Must identify the Application for Adjudication to which it relates; and
 - c. Must include the name and address of any relevant principal of the Respondent; and
 - d. May contain any submissions relevant to the response that the Respondent chooses to include.
3. A complete copy of the Adjudication Response must be served on the Claimant.