

Respondent's Adjudication Response

Adjudicator: _____

**Authorised Nominating Authority
(ANA):**

Adjudicate Today Pty Ltd
Suite 2, 90 Mona Vale Road
MONA VALE NSW 2103
Ph: 1300 760 297; Fax: 1300 760 220

Adjudication Application Number: _____

Description of Project: _____

**Date of Claimant's service of
Payment Claim on Respondent:** _____

Claimed amount: \$ _____

**Date of Respondent's service of
Payment Schedule on Claimant:** _____

Scheduled amount: \$ _____

Name of Claimant _____

Claimant ABN: _____

Claimant ACN: _____

Claimant's address: _____

Name of Respondent _____

Respondent ABN: _____

Respondent 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 scheduled amount is less than the claimed amount for the reasons set out in the Respondent's Payment Schedule. In support of those reasons, the Respondent provides further information set out in the attachments below and makes the following submissions:


Submissions: Note: Provide submissions to support the reasons set out in the Payment Schedule. If lengthy, list and attach submissions as a referenced document.

List of attachments: Note: List and attach all the referenced documents

Signed (Respondent): _____ Date _____

Adjudication Response Index

The Adjudication Response is arranged as follows, with key documents found behind the indicated tabs .

DOCUMENT	TAB No. 
Payment Schedule Refer to sections 4a)i & 4a)ii of attached checklist	
i. The Payment Schedule	Tab No. _____
ii. Written confirmation of the date and method by which the Claimant received the Payment Schedule from the Respondent	Tab No. _____
Payment Claim Refer to sections 4b)i & 4b)ii of attached checklist	
i. The Payment Claim	Tab No. _____
ii. Written confirmation of the date and method by which the Claimant served the Payment Claim on the Respondent	Tab No. _____
Section 17(2) Notice (if applicable) Refer to sections 4c)i and 4c)ii of attached checklist	
i. The Section 17(2) notice	Tab No. _____
ii. Written confirmation of the date and method by which the Respondent received the Section 17(2) notice from the Claimant	Tab No. _____
Any supporting documents Refer to sections 4d) and 4e) of attached checklist	
i. The Construction Contract / details of oral agreement made	Tab No. _____
ii. Other supporting documents	Tab No. _____
Written submissions Refer to sections 4f)i and 4f)ii of attached checklist	Tab No. _____

Use of this index template is not mandatory, but may assist both the compilation and processing of an Adjudication Response. The Respondent may prefer to refer to page numbers instead of inserting tabs.

Adjudication Response Checklist

Notes for guidance of the Respondent

1. The Respondent can only lodge a submission with the Adjudicator (the Adjudication Response) if the Respondent has provided a Payment Schedule to the Claimant within:
 - a) 10 business days allowed by the Act (or such shorter period as may be provided in the contract after being served with the Payment Claim) or
 - b) 5 business days allowed by the Act after being served with a notice from the Claimant of the intention to apply for Adjudication as a result of the Claimant not being paid by the due date for payment and not being provided with an initial Payment Schedule.
 - Please refer to s.14 of the Act for explanation of the term *Payment Schedule*.
2. The Adjudicator cannot consider a submission made by the Respondent after the later of:
 - a) 5 business days after the Respondent received a copy of the Adjudication Application; or
 - b) 2 business days after the Respondent received notice of the Adjudicator's acceptance of the application.
3. The Respondent's Adjudication Response must:
 - a) be in writing
 - b) be addressed to the Adjudicator and be received by the Adjudicator within time
 - c) at the same time be served on the Claimant
 - d) identify the Adjudication Application to which it relates
 - e) must not include any reasons for withholding payment unless those reasons have been included in the Payment Schedule
4. The Respondent's Adjudication Response may contain:

Payment Schedule

- a)
 - i. The Payment Schedule
 - ii. Written confirmation of the date and method by which the Claimant received the Payment Schedule from the Respondent (eg; facsimile transmission report, postal details, etc);

Payment Claim

- b)
 - i. The Payment Claim;
 - ii. Written confirmation of the date and method by which the Respondent received the Payment Claim from the Claimant (eg; facsimile, postal details, etc);

Section 17(2) notice

- c)
 - i. The Section 17(2) notice (required to be served by the Claimant on the Respondent if no Payment Schedule was served within the initial 10 days of receipt of the Payment Claim);
 - ii. Written confirmation of the date and method by which the Respondent received the Section 17(2) notice from the Claimant (eg; facsimile, postal details, etc);

Supporting documents

- d) A copy of the construction contract or a details of an oral agreement made between the parties;
- e) Supporting documents necessary to evidence or support the reasons in (f)i below may be attached. These may include, for example, expert reports and photographs evidencing defective work, statutory declarations from witnesses, letters and minutes from meetings;

Written submissions

- f)
 - i. A written submission by the Respondent relevant to the response, providing full details of reasons given in the Payment Schedule for refusing to pay for withholding payment of any amount

- Important:**
- ii. 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.

General:

This information is necessarily very brief. The Respondent should not rely upon it but should study the Act and perhaps obtain expert advice. Unless invited by the Adjudicator [see s.21(4) of the Act], the Respondent has no right to make further submissions after lodging its Adjudication Response. Consequently it is most important that the initial submissions are complete.

A copy of the *Building and Construction Industry Security of Payment Act 1999 (NSW)* is available at:
http://www.adjudicate.com.au/pdf/nsw_SOP_Act.pdf

Is the Adjudication Response being lodged via fax or email?

If the Adjudication Response is being lodged via fax or email AND is over 50 pages, the respondent is also requested to provide a hard copy of the Adjudication Response. If the application is over 50 pages and a hard copy is not provided, the cost of printing will be charged to the respondent at commercial printing rates. The hard copy of the Adjudication Response may be lodged at any of the state offices listed below.

Please confirm whether a hard copy will be provided: Yes No

If Yes, please indicate which state office the hard copy will be lodged with _____

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