

NOTICE OF INTENT TO APPLY FOR ADJUDICATION EXAMPLE

Attention: **[Respondent]**

[Date]

[This notice must be served on the respondent within 20 business days immediately following the due date for payment. It can be submitted no earlier than the day following the due date for payment]

In reference to the payment claim dated **[date]** regarding the amount of **[claimed amount including GST]**, this company has not been served with a payment schedule in accordance to the timings indicated in section 16 of the Building and Construction Industry (Security of Payment) Act 2009, nor received full payment for the claimed amount.

In accordance with section 17 of the Building and Construction Industry (Security of Payment) Act 2009, your company became liable to pay the claimed amount by the due date for payment due to the non provision of a valid payment schedule.

Due to this circumstance, our company will proceed to adjudication of the outstanding amount. Upon receiving this notice, your company has five (5) business days in which to pay the claimed amount, or provide our company with a valid payment schedule.

This notice conforms to the requirement of section 19, subsection 2 of the Building and Construction Industry (Security of Payment) Act 2009.

Regards

[Claimant]