

NOTICE OF SUSPENSION MADE UNDER THE BUILDING AND CONSTRUCTION INDUSTRY PAYMENTS ACT 2004

Attention: **[Respondent]**

[Date]

[Claimant must give respondent 2 business day's written notice]

In reference to the payment claim dated **[date]** regarding the amount of **[claimed amount including GST]**.

[Elect one of these scenarios]

- We have not received full payment for the claimed amount, nor have not been served with a payment schedule in accordance to the timings indicated in section 18 of the Building and Construction Industry Payments Act 2004.
- We have not received full payment of the scheduled amount as per your payment schedule of **[date]**.
- We have not received full payment of the adjudicated amount within five business days of you receiving the adjudication determination for adjudication case **[case number]**.

This is formal notice of my intent to suspend **[work/supply of related goods and services]** under section 33 of the Building and Construction Industry Payments Act. The period of suspension begins two business days after receipt of this notice unless payment has been received.

Please be aware of the following:

- Suspension of work can continue under the act until the end of the period of three (3) business days immediately following the date we receive payment.
- In exercising our right to suspend **[work/supply of related goods and services]**, on the occurrence of any loss due to suspension, you become liable to pay the amount of loss or expense.
- In exercising our right to suspend **[work/supply of related goods and services]**, we are not liable for any loss or damage suffered by you during this period of suspension.

Regards

[Claimant]