



**APPLICATION FOR ADJUDICATION**

under the

***BUILDING AND CONSTRUCTION INDUSTRY SECURITY OF  
PAYMENT ACT 2009 (NSW)***

lodged with

**AIR CONDITIONING AND MECHANICAL CONTRACTORS'  
ASSOCIATION OF NSW LIMITED  
ABN 99 000 546 538**

501/5 ROSEBERY AVENUE  
ROSEBERY NSW 2018

Telephone 02.9662.2033

Fax 02.9313.6282

Email [admin@amcansw.com.au](mailto:admin@amcansw.com.au)

AMCA-NSW USE: ADJUDICATION APPLICATION No. \_\_\_\_\_

**TO:**

Mr G S Waters,  
Executive Director,  
Air Conditioning and Mechanical Contractors' Association of NSW Ltd  
501/5 Rosebery Avenue NSW 2018  
Telephone 02.9662.2033, fax 02.9313.6282, email [admin@amcansw.com.au](mailto:admin@amcansw.com.au)

**FROM: (Claimant)**

Name .....

ABN or ACN (where applicable) .....

Business address (Street) .....

(Locality) ..... (Postcode) .....

Contact person ..... Phone No. ....

Fax No. .... Mobile .....

Email .....

**Respondent:**

Name .....

ABN or ACN (where applicable) .....

Business address (Street) .....

(Locality) ..... (Postcode) .....

Contact person ..... Phone No. ....

Fax No. .... Mobile .....

Email .....

**Contract details**

Project name .....

Project address (Street) .....

(Locality) ..... (Postcode) .....

Contract No. if applicable .....

Claimant's status  
(e.g. sub-contractor, contractor, consultant or supplier) .....

Business type of claimant  
(e.g. electrician, plumber, architect) .....

Business type of respondent  
(eg. NSW Government agency, statutory authority, local government council, developer, head contractor, head consultant, fabricator of materials)  
.....

Reference date  
(date to which progress value is calculated) .....

Due date for payment  
(date for when payment is due to be made) .....

Date payment claim served on respondent .....

Date payment schedule served on claimant .....

Payment claim amount \$.....

Scheduled amount  
(amount that Respondent proposes to pay) \$.....

The Claimant will serve a copy of this adjudication application, plus all the attachments, on the Respondent on the same day as it is lodged with AMCA-NSW. If it is not served on the same day the Claimant will immediately notify AMCA-NSW of the date of service upon the Respondent.

The Claimant hereby applies for adjudication of the payment claim described above under the *Building and Construction Industry Security of Payment Act 1999* (NSW) as amended.

**Signed by the Claimant:** .....on (date) .....

## APPLICATION FEES

Amounts quoted below DO NOT include the adjudicator's fees.

### 1. APPLICATION ACCOMPANIED BY EXTENSIVE DOCUMENTATION

(eg. Lever arch files, boxes of papers etc.)

ITEM	FEEES including GST
Application for adjudication	\$660.00
For taxi fares, courier fees and other incidentals. Funds not expended under this heading will be refunded to the applicant after adjudication and issue of any adjudication certificate required (see below)	\$275.00
<b>PAYABLE WITH APPLICATION FOR ADJUDICATION</b>	<b>\$935.00</b>
Payment by credit card	Plus 3.5% of all charges

### 2. APPLICATION ACCOMPANIED BY MODERATE DOCUMENTATION

(e.g. single packet of papers, manila folders, loose papers etc.)

ITEM	FEEES including GST
Application for adjudication	\$660.00
For taxi fares, courier fees and other incidentals. Funds not expended under this heading will be refunded to the applicant after adjudication and issue of any adjudication certificate required (see below)	\$110.00
<b>PAYABLE WITH APPLICATION FOR ADJUDICATION</b>	<b>\$770.00</b>
Payment by credit card	Plus 3.5% of all charges

### 3. ADJUDICATION CERTIFICATE

ITEM	FEEES including GST
For issue of adjudication certificate	\$55.00
<b>PAYABLE WITH APPLICATION FOR CERTIFICATE</b>	<b>\$55.00</b>
Payment by credit card	Plus 3.5% of all charges

A credit card authorisation form is printed on the next page.  
Receipted tax invoices will be issued for all payments.

**ADJUDICATION CHECKLIST.**

This form is provided to assist a claimant to make an adjudication application.

A. Attach the following documents:

1. Cheque or credit card authorisation for the appropriate fee;
2. Form or evidence of contract;
3. Supporting documentation (e.g. some or all of letters, diary notes, plans and specifications, invoices, delivery dockets);
4. Payment claim;
5. Payment schedule, if any;
6. A written submission by the claimant providing evidence that the claimed amount is due and unpaid, with evidence of the value of the work, materials or services for which payment is claimed; AND the reasons, if any, given by the respondent for not paying; AND evidence or arguments to refute the respondent's grounds for withholding payment.

B. Serve a copy of this adjudication application and all attachments or other things accompanying it upon the Respondent.

C. **Deliver** (don't post), this form, all relevant documentation and payment to AMCA-NSW at 501/5 Rosebery Avenue Rosebery NSW 2018. You will receive a receipted tax invoice for every amount paid.

TO PAY BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING TABLE		
Card type (tick one) >>>	<input checked="" type="checkbox"/> Visa <input checked="" type="checkbox"/> Mastercard <input checked="" type="checkbox"/> American Express <input checked="" type="checkbox"/> Diner's Club	
Card details. >>>	Card No. .... Expiry date ..... Security No. ....	
Application fee: either >>>	<b>Large:</b> \$935.00	<b>Moderate:</b> \$770.00
Credit card fee @ 3.5% >>>	\$32.72	\$26.95
<b>TOTAL AMOUNT PAYABLE &gt;&gt;&gt;</b>	<b>\$967.72</b>	<b>\$796.95</b>
Name on credit card >>>		
Signature of cardholder..... and date .....		