

RESPONSE TO APPLICATION FOR ADJUDICATION FORM

Adjudication Identification number #

This form includes all the requirements of the Act and the regulations. Further requirements have been included by the Department of Housing and Works in the interest of assisting individuals using them. The mandatory requirements prescribed in the Act and the regulations are clearly indicated with an asterisk.

To (Registered Prescribed Appointer or Adjudicator)

*Name: _____

*Business Address: _____

*Phone Number: _____ Fax number: _____

From (Respondent's Name):

*Name: _____

*ABN (where applicable): _____ ACN (where applicable): _____

*Business Address: _____

*Phone Number: _____ Fax number : _____ Email: _____

Claimant's Name:

*Name: _____

*ABN (where applicable): _____ ACN (where applicable): _____

*Business Address: _____

*Phone Number: _____ Fax number: _____

Contract Details

*Copy of written contract or other materials evidencing the contract, where not provided by the claimant.

Response details for response made under the contract.

*Copy of the claim made under the contract, which is disputed or not been paid, and any material from the principal rejecting the claim, where not provided by the claimant.

Further information/points in support of response

*Any information or argument in support of the validity of rejection of the claim.

Signed (respondent): _____ Date: _____

Service of this Response to application for adjudication.

* This response to application for adjudication must be served on the relevant parties prescribed in the regulations within 14 days after the date on which the application for adjudication was served by either:

- (a) delivery to each party personally or to them via one of their representatives with a receipt of service being obtained. Application also to be mailed if delivered personally; or
- (b) Using registered or certified mail.

Statistical Information

Claimant's status (eg. subcontractor, contractor, consultant, supplier): _____

Business Type of Claimant (eg. Electrician, Plumber, Architect): _____

Business Type of respondent (eg. Government agency, developer, head contractor, head consultant, fabricator of materials): _____