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***Building and Construction Industry
(Security of Payment) Act 2009 (ACT)***

**Government
information kit**

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Disclaimer

This information kit may be amended at any time and the reader should check the Access Canberra website www.accesscanberra.act.gov.au for the latest version. The kit outlines rights and obligations in an easily understood format. It does not go into details and does not cover all situations.

Consequently, there are aspects of the Act which have not been covered. For a full appreciation of rights and obligations consult the Act or obtain legal advice. The ACT Government disclaims any liability (including for negligence) to any person in respect of anything and the consequences of anything done or not done by any such person in reliance upon anything in or omitted from this information kit.

CLAIMANT INFORMATION

Who can make claims under the Act?

Any person who undertakes to carry out construction work under certain construction contracts, or undertakes to supply related goods and services under certain construction contracts, can make a claim under the Act, including:

- contractors against principals/developers
- subcontractors against contractors
- suppliers against customers
- plant and equipment hirers against clients
- consultants against clients.

Construction work and services can be claimed under the Act, even if the contract:

- is not written
- does not provide for progress payments
- has only a single payment to be made when the work is completed.

Can the Act be used to secure payment from homeowners?

The Act does not apply to a construction contract for the carrying out of residential building work on such part of any premises the respondent lives in or proposes to live in. If a contract includes work other than on the respondent's residence, then that work is subject to the Act. The Act applies to contracts involving residential investment properties, landlords, strata title bodies corporate, developers, builders, contractors, sub-contractors, consultants and suppliers.

Who is the respondent?

The person against whom the claim is made is called the respondent under the Act.

What can I claim for?

You can make a claim on the respondent for:

- construction work you have done
- construction materials or plant you have provided
- consulting services you have provided
- interest on overdue progress payments
- your losses and additional expenses due to work being deleted from your contract while you suspended work under the protection of the Act
- cash security and retention monies if allowed for in the contract
- at the end of a contract, a claim under the Act can be made for the final payment.

However, claims under the Act are claims for interim payments, pending the resolution of your final entitlement under the contract. The respondent may initiate separate proceedings where it may be decided that amounts recovered by way of progress payments under the Act are more or less than the final entitlement and you may end up having to refund money, or be paid extra.

If you are inclined to pursue a claim through expert determination, arbitration or litigation, it will still be worthwhile to pursue a payment claim under the Act before, or in parallel with, this other proceeding. This may help you receive an interim payment under the Act while you are waiting for the final determination of the other proceeding.

How do I make a claim?

Your claim must:

- be made at the time stated in your contract or, if there is no time stated, on the last day of the month
- be in writing and addressed to the respondent
- describe the construction work, related goods or related services for which you are claiming
- state the amount that you claim is due
- include the words “*This is a payment claim made under the Building and Construction Industry (Security of Payment) Act 2009 (ACT)*” or a similar statement with that meaning.

The claim may also include attachments containing:

- statements detailing the extent of the work completed
- completion certificates
- delivery dockets
- photographs
- other applicable contract documentation requirements.

To make a claim you must:

- establish the reference date for making your claim
- decide how much you are entitled to be paid, calculated to the reference date
- on or after each reference date make a written payment claim and serve it on the party liable to make payment (the respondent) – the claim will usually be a tax invoice
- serve the claim by delivering, posting or faxing it to the respondent (or other methods of service that may be provided for in the contract)
- record the date of service, which is the date the respondent receives the claim.

Can I resubmit a claim?

Only one claim can be made under the Act for each reference date. The reference date is either the date stated in the contract for making claims or, if there is no date, the last day of each month.

However, if you have already made a payment claim but not under the Act, you are still entitled to make a claim under the Act for the same reference date. There may have been trust in the business relationship that led you to not use the Act, but when you have signs you may not be paid, you can resort to using the Act to secure payment.

Moneys not paid in respect of a previous claim can be included in the next payment claim.

Usually, claims under the Act cannot be made more than one year after the work was last carried out or the goods or services were last supplied.

When should I receive payment?

The date by which you are entitled to be paid is the 'due date for payment'. If the contract provides a date or period for payment of claims, then you are entitled to be paid by then. If the contract does not provide due dates for payment, then you are entitled to be paid 10 business days after you serve the payment claim on the respondent.

If you are not paid by the due date, you have a right to interest at the greater of the following:

- the rate of interest applying from time to time under the *Court Procedures Rules 2006*, schedule 2, part 2.2 (Interest after judgement) or
- the rate stated under the construction contract.

A 'business day' under the Act is any day other than a Saturday, Sunday, public holiday, bank holiday and the days between Christmas and New Year including 27, 28, 29, 30 and 31 December.

How long do I have to wait for a response?

If the respondent is not willing to pay all that you have claimed, they have a maximum of 10 business days after you have submitted your claim to give you a payment schedule. This has to be a written statement of the amount the respondent is willing to pay and the reasons for not paying any part of your claim.

If the respondent fails to give you a payment schedule before the end of that time, the Act requires the respondent to pay the whole amount of the payment claim.

What happens if the respondent provides a payment schedule for less than the amount claimed?

You can:

- accept the reasons given by the respondent for not paying the full claim and wait for the respondent to pay the scheduled amount by the due date
- recover the unpaid portion of the claimed amount from the respondent, as a debt due to the claimant, in any court of competent jurisdiction or
- apply in writing to an Authorised Nominating Authority (ANA) for an adjudication. The application must be made within 10 business days after receiving the payment schedule.

What happens if I do not apply for adjudication within 10 business days?

You have no further rights under the Act to adjudication with respect to that payment claim, unless the respondent fails to pay the scheduled amount by the due date for payment.

The 'scheduled amount' is the amount in the payment schedule the respondent says they will pay the claimant in response to the claim.

You can include the unpaid portion of the payment claim in your next payment claim.

What happens if the respondent does not respond?

If the respondent does not give you a payment schedule within the time required, the respondent must pay you the whole amount of the payment claim by the due date for payment.

If the respondent does not pay you the full amount you can sue in court to recover the amount. As an alternative to suing, you have a right under the Act to go to adjudication in order to access the simplified judgment process that adjudication gives. Before making the adjudication application you must, within 20 business days after the due date for payment, give the respondent notice that the respondent has just 5 business days to provide you with a payment schedule.

Whichever course you take, you also have a right to suspend work after giving notice and a right to a lien over unfixed plant and materials supplied by you to the respondent.

What happens if the respondent fails to pay me the amount due on the due date?

You can, under the provisions of the Act:

- apply for an adjudication of your payment claim
- give notice of intention to suspend work
- exercise a lien over unfixed plant or materials supplied by you
 - (a) scheduled amount if there was a payment schedule and you did not seek an adjudication application within 10 business days or
 - (b) whole payment claim amount if there was no payment schedule.

What happens if I apply for an adjudication after the respondent fails to pay on the due date for payment?

As an alternative to an expensive exercise of suing for the unpaid amount, you have the right under the Act to pursue an adjudication in order to gain payment.

You cannot take court action and also seek an adjudication under the Act. You must choose one course of action. This doesn't limit any other entitlement you may have under the contract or any other remedy you may have for recovering any such other entitlement.

If you have received a payment schedule and decide to make an adjudication application after not being paid the scheduled amount by the due date for payment, you have 20 business days after the due date to make an adjudication application.

If you did not receive a payment schedule and decide to make an adjudication application, you must give the respondent an opportunity to provide a payment schedule.

In such circumstances you must, within 20 business days after the due date for payment, give the respondent notice that the respondent has 5 business days to serve you with a payment schedule. You then have another 10 business days to make an adjudication application after the end of the 5 business days period provided to the respondent to serve the payment schedule.

What are my rights to suspend work?

Irrespective of what your contract says, the Act gives you a right to suspend work or the supply of related goods or services and, in respect of the period of suspension, you cannot be successfully sued for liquidated damages by the respondent because of that suspension.

You are legally entitled to suspend work or the supply of plant and materials and other construction related services if the respondent fails to pay:

- the whole claimed amount by the due date for payment, where the respondent failed to serve a payment schedule within time
- the scheduled amount by the due date for payment or
- the adjudicated amount within five business days after an adjudication determination is received by the respondent.

You must first give the respondent two business days warning of your intention to suspend. For example, if the due date for payment is Monday and you have not been paid, you can give the warning on Tuesday that you will be suspending work on Friday of the same week.

The notice may take the form:

"You have failed to pay the amount due under the Building and Construction Industry (Security of Payment) 2009 (ACT) in respect of my payment claim served on you on (date). Take notice that pursuant to my right under section 29 of the Act, I will suspend work at the expiration of two business days unless, in the meantime, the amount due is paid in full."

Once you have been paid the amount due, you must resume work within three business days. Notwithstanding anything in the contract, you are not liable to the respondent for any loss or expense suffered by the respondent as a consequence of the suspension under the Act.

If, in response to your suspension, the respondent removes any work from your contract, the respondent is liable to you for any loss and expense you may have incurred as a result of the respondent's action. Payment for the loss and expense can be pursued through adjudication like any other due payments.

What contract provisions are void by the Act?

There are contract provisions that are void under the Act, including:

- any provisions that are inconsistent with the Act
- ‘pay if paid’ and ‘pay when paid’ clauses, even if they are included in the contract
- clauses that attempt to ‘contract out’ of the Act
- clauses aimed to deter a person from taking action under the Act
- any provision which would limit interest on late progress payments to an amount less than the rate of interest in the *Court Procedures Rules 2006*.

How can I exercise the right to a lien over unfixed plant and materials supplied by myself to the respondent?

The Act provides that you have a lien or charge over unfixed plant or materials supplied by yourself to the respondent for or in connection with the carrying out of the construction work.

A lien is the right to seize and sell goods in order to obtain payment. If the goods are sold for more than the amount owed under the Act then the balance must be paid to the respondent.

The lien granted by the Act does not give you a preference over a lien or charge existing before the date on which the progress payment became due. It does not give you any rights where a third party owns the items. Generally speaking, when a principal pays a contractor for items, they become the property of the principal. Before exercising a lien, you should seek legal advice to ensure that you do not trespass upon the rights of others and thereby incur a liability to a third party.

RESPONDENT INFORMATION

Who is a respondent?

You are a respondent if you:

- are a party to a contract in which construction work or related goods or services are being provided to you in the ACT
- do not live or propose to live in the part of the premises where the construction work or related goods or services are being provided to you and
- are served with a payment claim under the Act, which has written on it “*This is a payment claim made under the Building and Construction Industry (Security of Payment) Act 2009 (ACT)*”, or a statement to that effect.

What is a payment schedule?

A payment schedule is the notice in writing, which you must serve upon a claimant if you do not intend to pay the full amount of a payment claim under the Act.

A payment schedule must:

- be in writing and addressed to the claimant
- identify the payment claim to which it relates
- state the scheduled amount of payment that you propose to make (it may be ‘nil’); if that amount is less than the amount claimed, state all the reasons why and
- be posted, delivered or faxed to the claimant as allowed under the Act or the contract, so that it reaches the claimant no later than 10 business days after you received the payment claim.

The payment schedule may also include attachments containing detailed explanation of why you intend to:

- not pay any or all of the claimed amount or
- withhold any or all of the claimed amount including how the valuation of the withheld amount has been calculated.

What important facts must I consider with respect to payment schedules?

If you fail to serve a payment schedule within time, you are automatically liable for the amount claimed. If the claimant sues for it, you cannot raise any defence based on the construction contract or raise any cross claim. Therefore, keep a careful record of the date of receipt of the payment claim and the date the claimant must receive your payment schedule.

If the claimant disputes your payment schedule, the claimant may apply for an adjudication. In such cases, you have a maximum of seven business days after receiving a copy of the application or five business days after receiving notice of the adjudicator’s acceptance of the application in which to deliver a submission to the adjudicator.

You cannot raise any defence, set off, cross-claim, or other reasons for not paying which you did not state in the payment schedule.

What can happen if I do not respond in time with a payment schedule and do not pay the claimant on the due date?

In such circumstances, the claimant may:

- recover the unpaid portion of the claimed amount from the respondent, as a debt due to the claimant, in any court of competent jurisdiction or
- within 20 business days of the due date for payment, give notice of intention to make an adjudication application
- give notice of intention to suspend work;
- exercise a lien over unfixed plant or materials supplied to you by the claimant

Can the claimant suspend work under the Act?

The claimant can suspend work under the Act, following two business days warning, if you fail to pay:

- the whole claimed amount by the due date for payment, where you failed to serve a payment schedule within time
- the scheduled amount by the due date for payment or
- the adjudicated amount within five business days after an adjudication determination is received by you.

What are the consequences of suspension?

Once you have paid the claimant the whole amount due, the claimant must resume work within three business days.

Notwithstanding anything in the contract, the claimant is not liable for any loss or expense suffered by you as a consequence of the suspension under the Act.

If you deduct any part of the work or the supply of goods or services from the claimant, you are liable for any loss and expense suffered by the claimant.

What contract provisions are void by the Act?

Void contract provisions include:

- any provisions that are inconsistent with the Act
- 'pay if paid' and 'pay when paid' clauses, even if they are included in the contract
- clauses that attempt to 'contract out' of the Act
- clauses aimed to deter a person from taking action under the Act and
- any provision which would limit interest on late progress payments to an amount less than the rate of interest in the *Court Procedures Rules 2006*.

ADJUDICATION INFORMATION

What is an adjudication?

An adjudication is a process carried out by an independent adjudicator to decide the amount, if any, that is due in respect of a progress payment claimed under the Act.

Only a claimant can start an adjudication.

Who selects the adjudicator?

The Minister for Industrial Relations has authorised a number of corporations to receive adjudication applications, nominate adjudicators and issue adjudication certificates. These are called an Authorised Nominating Authority (ANA).

Who selects the ANA?

A claimant can lodge an adjudication application with any ANA. Different ANAs will have different fee scales and different panels of potential adjudicators.

Prior to selecting an ANA, the claimant can ask the ANA about its fees and the likely fees and expenses of the adjudicator. The claimant can also discuss the nature of the issues and the qualifications, which might be required of the adjudicator.

Where does the claimant find an ANA?

A list of ANAs is provided at the end of this kit.

What does it cost to have an adjudication?

Adjudication fees include the ANA's fees and the fees and expenses of the adjudicator. The adjudication fees are shared equally by the claimant and respondent unless the adjudicator decides differently.

Adjudication fees can be kept to a minimum if issues are kept simple and the submissions of the parties are complete, clear and concise. The process is intended to be informal, inexpensive and quick.

Initially, to lodge the adjudication application and obtain the adjudicator's determination and the adjudication certificate, the claimant may have to pay more than their share of the adjudication fees. The respondent's unpaid share, if any, should be included in the adjudication certificate. It then becomes part of the adjudicated amount for which the claimant is entitled to receive judgment.

While a party can have a lawyer prepare submissions to the adjudicator, there cannot be legal representation at any conference which the adjudicator may call. Legal costs are not recoverable from the other party.

How does the claimant make an adjudication application?

The adjudication application must:

- be in writing addressed to an ANA, requesting the ANA to nominate an adjudicator
- be lodged with the ANA within the time allowed under the Act
- attach a copy of the payment claim
- attach a copy of the payment schedule (if any)
- contain all the information (including expert reports, photographs and arguments) which the claimant wants to put to the adjudicator in support of the claim and refuting any reasons given by the respondent in the payment schedule for withholding payment
- include a copy of the contract or all relevant contract terms and conditions.

This kit has a sample adjudication application form. Industry associations or an Authorised Nominating Authority may also be able to provide a form.

What happens after the lodgement of an adjudication application?

The ANA selects and contacts an appropriate adjudicator. The claimant and the respondent will receive a notice from the adjudicator that the adjudicator accepts the adjudication application.

If the claimant does not get an acceptance within four business days after lodging the adjudication application, the claimant can give that ANA notice of withdrawal of the adjudication application. The claimant then has five business days to lodge another application with another ANA.

Has the respondent got the opportunity to respond to an adjudication application?

The respondent can only lodge a submission with the adjudicator if the respondent has provided a payment schedule to the claimant within:

- ten business days allowed by the Act after being served the payment claim or
- five business days allowed by the Act after being served 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 of payment and not being provided with an initial payment schedule.

The adjudicator cannot consider a submission made by the respondent after the later of:

- seven business days after the respondent received a copy of the adjudication application or
- five business days after the respondent received notice of the adjudicator's acceptance of the application.

What should an adjudication response contain?

The respondent's adjudication response:

- must be in writing
- must be addressed to the adjudicator and be received by the adjudicator within time
- a copy must be served on the claimant not later than two days after the response is given to the adjudicator
- must identify the adjudication application that the response relates to
- must not include any reasons for withholding payment unless those reasons have been included in the payment schedule
- should include full details of reasons given in the payment schedule for refusing to pay or withholding payment of any amount and have, as attachments, any documents necessary to evidence or support those reasons; for example, expert reports and photographs evidencing defective work and statutory declarations from witnesses
- may contain submissions relevant to the response; if documentation other than that provided in the adjudication application is referenced, those documents should be attached to the response
- may respond to issues raised in the adjudication application, such as the fact that the claimant is not entitled to claim amounts additional to those in the payment claim or to change the payment claim.

How long does the adjudicator have to make the determination?

The adjudicator has either:

- 10 business days after the adjudicator has received an adjudication response from the respondent or if the respondent is not entitled to give an adjudication response, 10 business days after the respondent receives a copy of the adjudication application or
- such longer time as both the claimant and respondent may agree.

How does the adjudicator make the determination?

The adjudicator must reach the determination considering the following matters only:

- the Act
- the contract (verbal or written)
- the payment claim
- the payment schedule (if any)
- the adjudication application
- the adjudication response (if any)
- the results of inspections and
- any other submissions (including relevant documents and submissions made at a conference, if any, called by the adjudicator) which the adjudicator allows the parties to make.

What does the adjudicator determine?

The adjudicator determines:

- the amount of the progress payment, if any, which the respondent must pay the claimant
- the date on which the amount became or becomes payable
- the rate of interest payable on such amount and
- if the parties are to pay the adjudication fee other than in equal shares, the proportion payable by each.

If, in a previous adjudication, the adjudicator or another adjudicator has determined the value of work, goods or services, the adjudicator must give that work, goods or services the same value unless the claimant or respondent satisfies the adjudicator that the value has changed since the previous adjudication.

The determination must be in writing and, unless both parties request otherwise, must include the reasons for the determination.

What happens after the adjudicator has made a determination?

The adjudicator must serve a copy of the determination to each party. The respondent must pay the adjudicated amount within five business days after the date upon which the adjudicator's determination is served on the respondent, or the date upon which the adjudicator determines the amount becomes payable, whichever is the later.

What happens if the respondent fails to pay the adjudicated amount?

The claimant can ask the ANA to provide an adjudication certificate. The claimant can then have the adjudication certificate filed in the appropriate court as a judgment for a debt. The claimant must support the certificate with an affidavit stating that the amount is still outstanding. A sample form of affidavit is in this kit.

The judgment debt is then enforceable in the same way as any court judgment, without time consuming and often expensive court hearings of the matters in dispute.

ENFORCING PAYMENT - OVERVIEW

If a person fails to pay a debt, ultimately only the courts can lawfully enforce payment. The courts have various mechanisms for enforcing payment. These mechanisms depend first upon a court declaring, by way of a judgment, that the debt is owed.

Examples of enforcing payment include:

- using the Sheriff to seize and auction goods or property
- compelling creditors of the judgment debtor to pay the judgment creditor directly (attachment of debts)
- taking instalments from wages and, as a last resort,
- bankruptcy or, in the case of a company, winding up the company.

To obtain judgment, a creditor must prove a 'cause of action'. In the case of claims under construction contracts, this can be a very drawn out and costly process. It involves issuing and serving a summons on the debtor. If the summons is defended, it means proving the work was done and has the value claimed and defending cross claims; for example, for defective work. It involves a hearing with witnesses, cross-examination and production of documents. It usually involves considerable legal expense. The time, cost and difficulty of securing judgment has often been used by respondents to delay or frustrate legitimate claims.

For these reasons the ACT Government has, through the *Building and Construction Industry (Security of Payment) Act 2009*, created a unique cause of action. It is a statutory entitlement to a payment on account. It is an entitlement which is created quickly and without the expense and formality involved in proving the debt before a court.

If a respondent wants to claim they are not liable to pay the payment claim or any part because the work was defective or does not have the value claimed or because the claimant breached the contract, the respondent must do so in a payment schedule served within the strict time limits provided in the Act. The validity of the respondent's reasons for non payment can then be decided promptly, inexpensively and without formality by an adjudicator, instead of a court. If the respondent considers the adjudicator is wrong, the respondent must still promptly pay the amount determined by the adjudicator.

The respondent can then commence legal proceedings to recover an alleged overpayment, but now the respondent has to prove a cause of action, unlike the rights of the claimant under the Act, and has the prospect of the delay, cost and expense involved in recovering the alleged overpayment.

Similarly, if the claimant considers that the amount determined by the adjudicator is too little, the claimant can sue for the balance, but that claim cannot be a claim under the Act.

There are five instances where the Act creates a statutory debt:

- Where the respondent fails to serve a payment schedule within time, the whole amount of the payment claim becomes a statutory debt.
- Where the respondent provides a payment schedule and fails to pay the scheduled amount, the scheduled amount becomes a statutory debt.
- Where an adjudicator determines the amount of the progress payment due, that amount becomes a statutory debt.
- Where an ANA issues an adjudication certificate, the amount certified becomes a statutory debt.
- When the claimant suspends work under the Act and the respondent takes part of the work from the contract, the loss or expense consequently suffered by the claimant becomes a statutory debt.

RECOVERY OF AN ADJUDICATED AMOUNT

What may the claimant recover after adjudication?

The claimant may recover what has been determined by the adjudicator and certified by the ANA. This will be the amount of the payment due and may also include:

- the respondent's share, if any, of fees paid by the claimant
- interest on the unpaid progress payment from the date due to the date of the certificate.

How do I recover a debt after adjudication?

If the respondent does not pay the amount determined by the adjudicator the claimant may secure judgment for the adjudicated amount by:

- requesting the ANA that nominated the adjudicator to issue an adjudication certificate certifying the amount due to them; and
- filing the adjudication certificate (with an affidavit of debt) in any court of competent jurisdiction.

A sample form for an affidavit of debt is provided in this kit. The ANA prepares the adjudication certificate. The claimant must prepare the affidavit of debt and swear the affidavit before a Justice of the Peace or a solicitor. Fees will be payable to the ANA and the court. The court will then give the claimant a certificate of judgment. Courts of competent jurisdiction in the ACT are:

- ACT Civil and Administrative Tribunal (ACAT) for amounts up to \$10,000
- Magistrate Court for amounts exceeding \$10,000 but not exceeding \$250,000
- Supreme Court for amounts exceeding \$250,000.

The advantages of this process include the fact there is no need to issue a debt application or originating claim and, if the respondent wishes to stop enforcement of the judgment, the respondent must make an application to the court to set aside the judgment.

If the respondent makes such an application, the respondent must pay into court as security the unpaid portion of the adjudicated amount. This eliminates the advantage which a respondent had when the respondent could retain the disputed amount while legal proceedings were in progress.

If the respondent makes an application to set aside the judgment for the adjudicated amount, the claimant will usually need a solicitor to assist the claimant to oppose the application.

Lien

The Act provides that the claimant has a lien or charge over unfixed plant or materials supplied by the claimant to the respondent for, or in connection with, the carrying out of the construction work.

A lien is the right to seize and sell goods in order to obtain payment. If the goods are sold for more than the amount owed under the Act then the balance must be paid to the respondent.

The lien granted by the Act does not give the claimant a preference over a lien or charge existing before the date upon which the progress payment became due. It does not give the claimant any rights where a third party owns the items. Generally speaking, when a principal pays a contractor for items, they become the property of the principal.

Before exercising a lien, the claimant should seek legal advice to ensure that the claimant does not trespass upon the rights of others and thereby incur a liability to a third party.

RECOVERY OF STATUTORY DEBT WITHOUT ADJUDICATION

Introduction

This information relates to the recovery of the statutory debt when there has not been an adjudication. Enforcing the statutory debt without adjudication is more time-consuming and complicated than simply filing an adjudication certificate after adjudication and, for that reason, a claimant may prefer to have an adjudication even when the alternative of enforcing the statutory debt by way of a debt application or originating claim exists.

To obtain judgment when there has not been an adjudication, the claimant has to issue a debt application (ACT Civil and Administrative Tribunal) or originating claim (Magistrates/Supreme courts) and serve it on the respondent. If the respondent does not file a defence within 28 days after service, the claimant can ask the court to grant judgment. If the respondent lodges a defence, it may be a defence which is permitted by law, for example:

- the respondent did not enter a construction contract
- the construction contract was for work on that part of the premises in which the respondent resides
- the respondent has paid the claim or the scheduled amount.

In that event there will be a hearing where the defence can be tested. The Act clearly prohibits defences by way of cross claims and defences in relation to matters arising under the construction contract; for example, the work was defective or the claimant is in breach of contract. The claimant can apply to the court to have such defences struck out.

Getting started

Before starting the process it is advisable to seek advice from:

- a solicitor and/or
- industry associations.

The decision to go to court should be made only after the claimant has checked that:

- the claim for payment has been made in accordance with the Act
- the respondent has failed to comply with payment obligations under the Act
- direct action is preferable to an adjudication and obtaining an adjudication certificate
- alternative ways of solving the dispute have been considered
- the claimant knows how to complete the information needed for the application/originating claim
- if a defence is lodged, the claimant has the means to present the claimant's case and to meet possible legal costs.

The claimant needs to be aware that fees apply throughout the court process and that those court fees are to be paid progressively by the claimant. A summary of possible fees include:

- solicitor's fees
- fees for filing a debt application or originating claim and statement of claim – debt or liquidated demand
- fees for serving documents on the respondent.

If the claimant wins the case, a judgment (order of the court for payment) may be made in the claimant's favour. The fees spent during the court case will then be added onto the amount owed by the defendant. The costs awarded by the court may not cover all the solicitor's fees and the claimant will have to pay the difference if this situation arises.

Selecting the court

The selection of the court will depend upon the amount of the claim. It should be:

- ACT Civil and Administrative Tribunal (ACAT) for amounts up to \$10,000
- Magistrates Court for amounts exceeding \$10,000 but not exceeding \$250,000
- Supreme Court for amounts exceeding \$250,000.

Rarely would a claimant institute legal proceedings in the Magistrates Court or the Supreme Court without a solicitor. Legal costs are included in the judgment and are recoverable in the same way as the original debt.

If the respondent is insolvent, the only recourse may be to have the respondent made bankrupt (in the case of an individual) or wound up (in the case of a corporation).

Application to recover a debt through the courts

The following outlines the procedure to recover a debt through the Magistrates Court or Supreme Court. The forms and procedures in ACAT differ to those in the Magistrates Court and the Supreme Court, but the differences are in the forms to be completed not in the substance of the claim.

Approaching the court

When approaching the court the claimant should ensure that, at a minimum, the claimant has the original or copies of:

- the contract
- the payment claim made under the Act
- the payment schedule (if provided by the respondent).

The claimant will need to know the unpaid amount of the statutory debt, the name and address of the respondent, the date of service upon the respondent of the payment claim, the date of service upon the claimant of the payment schedule, if any, and the due date for payment of the progress claim. The due date will be either the date stated in the contract or, if no date is stated, 10 business days after the payment claim was served on the respondent.

Upon reaching the court the claimant requests an originating claim form and a statement of claim – debt or liquidated demand form and completes an original and two (2) copies of each form. These copies are then distributed to:

- the court (original forms)
- the plaintiff (claimant) (1 copy of each form)
- the defendant (respondent) (1 copy of each form)

The cost of issuing an originating claim must be paid at the time of issue. Court staff can advise the relevant filing fee. This amount is added onto the claimed amount owed to the claimant.

Completing the originating claim form

To complete the originating claim, the claimant must insert the plaintiff and defendant's names and addresses, including address for service of documents. The claimant is the plaintiff and the respondent is the defendant. It is important that names, addresses, ACNs and ABNs (company numbers) are exactly the same as on the payment claim and the payment schedule, if any. If the parties have legal representation, the solicitor's details should also be provided.

The nature of claim should be marked as 'debt or liquidated demand'. The 'relief claimed' section of the form should detail the amount of the outstanding debt, the amount of interest claimed and any costs and disbursements, including legal costs being claimed. A solicitor can advise whether seeking summary judgment is appropriate in the matter.

Note:

1. When determining the outstanding debt claimed the claimant should only insert the unpaid balance—the claimant should give credit for any part of the progress claim or adjudicated amount that has been paid.
2. If the claimant is not represented by a solicitor, the claimant should:
 - (a) not claim for legal costs in the 'relief claimed' section
 - (b) include the claimant's own home or business address as the address for service.
3. If the claimant is a corporation, the corporation must duly authorise an officer of the corporation to act for the corporation and sign the claim form for the corporation.

Statement of claim – debt or liquidated demand

In addition to the originating claim, claimants must also prepare and file a statement of claim – debt or liquidated demand.

To complete the insert under 'cause of action' the claimant will have to know whether the debt sued upon arises under section 17 or 18 of the Act.

When suing for the statutory debt it is important to state in the statement of liquidated claim that the cause of action is for the "*debt due under section 17 of the Building and Construction Industry (Security of Payment) Act 2009 (ACT)*" (where there was no payment schedule) or the "*debt due under section 18 of the Building and Construction Industry (Security of Payment) Act 2009 (ACT)*" (where the scheduled amount was not paid on time) in respect of the particular progress claim and the particular contract. The cause of action is that statutory debt.

The claim should not be for work done or moneys due under the contract, which is a different cause of action. Some claimants and their solicitors have made the mistake of suing upon the wrong cause of action.

Case number

When the claim is filed, it will be allocated a case number and a copy returned to the claimant. The claimant must quote the case number when making inquiries or taking further steps in the matter.

Serving the claim on the defendant

The claimant must choose between serving the claim on the respondent himself or arranging for an independent process server to serve the claim. If a claimant is unfamiliar with legal processes it is advisable to have a process server serve the claim.

When the process server has served the originating claim on the respondent, the process server will give the claimant an affidavit of service.

The cost of having the originating claim served by a process server must be paid at the time of issue. This amount is added onto the claimed amount owed to the claimant.

Obtaining a judgment

A judgment is an order of the court for the payment of a specific amount of money. It can be obtained by:

- an acknowledgment of debt
- default
- court hearing.

Acknowledgement of debt

If the defendant agrees they owe the plaintiff the money, the defendant can file an acknowledgment of debt form. The defendant may, at that time, apply to the court for an order for the debt to be paid by instalments. If the plaintiff agrees to the instalment plan, case orders can be made by agreement. If the plaintiff does not consent, a hearing is required for the court to decide whether to make an instalment order and an appropriate payment scheme.

Default judgment

If the defendant does not acknowledge the debt, pay the amount claimed or lodge a defence to the plaintiff's claim within 28 days after being served with the originating claim, the plaintiff can file at the registry:

- an affidavit of service and
- an affidavit in support of application for default.

These sworn documents tell the registrar that the claim has been properly served and that the money is still owed.

Assuming the claimant's forms are all in order and no defence has been lodged, the court will provide the claimant with an order for judgment.

Court action

The defendant may lodge a defence with the court. However, the grounds of defence they can raise to a claim under the Act are very limited. The defendant cannot raise any defence in relation to matters arising under the contract or any cross claim. If the defendant attempts to do so, the claimant should apply to the court to have the defence struck out and summary judgment entered. If the defendant lodges a defence which is not prohibited by the Act, the case will then be listed for hearing by a magistrate or judge.

Court hearing

At the Magistrates Court, the plaintiff must file a certificate of readiness before a matter is listed for hearing.

The case will generally be listed for a directions hearing, where the registrar will check the case is ready and will set a date for hearing.

ENFORCING A JUDGMENT DEBT

Getting paid by the debtor

Once judgment is granted by a court, the claimant may need to enforce judgment. Before enforcement orders can be obtained, the claimant must serve the defendant with a copy of the judgment and a notice about court order and enforcement options. After these documents have been served on the defendant, the judgment can be enforced by order of the court by:

- instalment order
- seizure and sale order
- enforcement hearing
- debt redirection orders
- regular redirections from financial institutions
- earnings redirection order
- charging order (Supreme Court only)
- receiver appointment (Supreme Court only)

Instalment order

The court may make an order requiring the debtor to pay the outstanding amount by instalments. The payment schedule is determined by the court, having regard to the financial circumstances of the debtor.

Seizure and sale order

This order allows an enforcement officer to seize and auction personal property belonging to the debtor and to give the claimant the proceeds of the sale. The claimant can ask for a writ by filing an application for issue of execution and paying a fee. The claimant must pay any sheriff's fees for advertising, towing or removalist fees, but they will be added onto the debt.

Enforcement hearing

An enforcement hearing requires the debtor to attend court so the claimant can question the respondent as to the respondent's assets and means of paying and seek agreement or court order on how the debtor is to pay the debt.

Debt redirection orders

If the debtor is owed money by a third party, the court can order the third party to pay any amounts owing to the debtor directly to the claimant.

Regular redirections from financial institutions

If the claimant knows where the debtor holds an account with a financial institution, and there are regular payments made into the debtor's account, the court may order the financial institution to make payments from the debtor's account to the claimant.

Earning redirection order

If the claimant knows where the debtor works, the court may order the debtor's employer to make payments to the claimant from the debtor's wages.

Charging order (Supreme Court only)

The Supreme Court may make an order imposing a charge over all or part of the debtor's equitable interest in any property or legal or equitable interest in property including shares, stocks and bonds.

Receiver appointment (Supreme Court only)

The court may appoint a receiver to receive an amount payable under the order if it is impracticable to enforce payment in another way. A receiver may be appointed even though no other proceeding has been taken for enforcement of the order.

Sample payment claim form under the *Building and Construction (Security of Payment) Act 2009*

PAYMENT CLAIM

To (respondent's name):

ABN (where applicable):

Address (ordinary place of business):

Phone number:

Fax number:

This is a payment claim made under the *Building and Construction Industry (Security of Payment) Act 2009* (ACT).

From (claimant's name):

ABN (where applicable):

Address (ordinary place of business):

Phone number:

Fax number:

Contract details

Project:

Contract number (where applicable):

Reference date (date when claimant can claim and to which claim is calculated):

Total amount of this payment claim: \$

The construction work or related goods and services in respect of which this payment claim is made and the method of calculation of the total amount of the claim are set out in the attachment(s) to this payment claim.

Signed (claimant):

Date:

Attachment(s)

Details of claim (attach other relevant documentation as required)

Payment claim notes for the guidance of the claimant and respondent

1. The work or related goods or services in respect of which the payment claim is made must be detailed in the attachments. The attachments may include information supporting the claimed amount. Examples of such information are:
 - statements detailing the extent of the work completed
 - completion certificates
 - delivery dockets
 - photographs
 - other contract documentation requirements where applicable.
2. The payment claim must contain a statement such as, “*This is a payment claim made under the Building and Construction Industry (Security of Payment) Act 2009 ACT*”.
3. The payment claim may be served in accordance with the contract or may be served as provided under the Act:
 - by giving it in person to the claimant
 - by sending it by prepaid post, addressed to the claimant, to a home or business address of the claimant
 - by faxing it to a fax number of the claimant
 - by emailing it to an email address of the claimant or
 - by leaving it, addressed to the claimant, at a home or business address of the claimant with someone who appears to be at least 16 years old and to live or be employed at the address.
4. The payment claim is not served until it is received by the respondent in the correct manner as detailed above. It is important that evidence of serving is kept; for example, facsimile receipts.
5. If the respondent wishes to dispute liability to pay, as a progress payment on account, the amount claimed or any portion thereof, the respondent must serve upon the claimant a payment schedule within 10 business days after being served with a payment claim under the Act.
6. If the respondent fails to serve a payment schedule on the claimant within 10 business days after being served with a payment claim under the Act, the respondent must pay the full amount of the payment claim. Payment is to be made on the due date as defined in Section 13 of the *Building and Construction Industry (Security of Payment) Act 2009 (ACT)*.
7. Amounts paid in respect of a payment claim are taken to have been paid on account. It should be noted that payment does not constitute an admission that work has been done or goods or services provided, or of their value. An amount paid may have to be repaid (by the claimant) if the claimant is not entitled to payment under the terms of the relevant construction contract.

Sample Payment Schedule Form under the *Building and Construction Industry (Security of Payment) Act 2009 (ACT)*

PAYMENT SCHEDULE

To (claimant's name):

ABN (where applicable):

Address (ordinary place of business):

Phone number:

Fax number:

This is a payment schedule made under the *Building and Construction Industry (Security of Payment) Act 2009 (ACT)*.

From (respondent's name):

ABN (where applicable):

Address (ordinary place of business):

Phone number:

Fax number:

Contract details

Project:

Contract number (where applicable):

Date of payment claim

(date when claim was served):

Total amount of this payment claim: \$

Amount that respondent proposes to pay (the 'scheduled amount'): \$

If the scheduled amount is less than the claimed amount, the reasons why it is less and the reasons for withholding payment are set out in the attachment(s) below.

Signed (respondent):

Date:

Attachment(s)

[Note: Detail all reasons for non payment of any amount shown in the payment claim. In an adjudication, the respondent cannot raise in defence any reason not stated here.]

Payment schedule notes for the guidance of the claimant and respondent

1. If a payment claim is made under the *Building and Construction Industry (Security of Payment) Act 2009* (ACT) on a respondent, the respondent must provide a payment schedule if the intent is not to pay the claim in full. This is regardless of whether the respondent believes that the claimant is not entitled to make the claim.
2. The respondent must serve the payment schedule on the claimant within 10 business days after being served with the payment claim.
3. If the respondent fails to serve a payment schedule on the claimant within 10 business days after being served with a payment claim under the Act, the respondent must pay the full amount of the payment claim.
4. The payment schedule must identify the payment claim to which it relates and must indicate the payment (if any) that the respondent proposes to make.
5. If the amount the respondent proposes to pay is less than the amount claimed in the payment claim, the respondent must:
 - set out the amount (if any) that the respondent agrees to pay the ‘scheduled amount’
 - set out the amount (if any) that the respondent does not agree to pay under the payment claim
 - set out detailed reasons in the attachment(s) as to why the respondent intends not paying any amount with respect to the payment claim
 - set out detailed reasons in the attachment(s), as to why the respondent intends withholding any amount with respect to the payment claim including how the valuation of the withheld amount has been calculated.
6. The payment schedule may be served in accordance with the contract or may be served as provided for under the Act:
 - by giving it in person to the claimant
 - by sending it by prepaid post, addressed to the claimant, to a home or business address of the claimant
 - by faxing it to a fax number of the claimant
 - by emailing it to an email address of the claimant, or
 - by leaving it, addressed to the claimant, at a home or business address of the claimant with someone who appears to be at least 16 years old and to live or be employed at the address.
7. The payment schedule is not served until it is received by the claimant in the correct manner as detailed above. It is important that evidence of serving is kept; for example, facsimile receipts.
8. If the amount that the respondent proposes to pay is less than the claimed amount, the claimant may apply for adjudication of the progress payment to be made. The claimant must lodge an adjudication application within 10 business days after receiving the payment schedule.
9. The respondent must pay the scheduled amount by the due date for payment under the contract or if the contract does not provide a due date, then within 10 business days after receiving the payment claim.

Sample adjudication application form under the *Building and Construction Industry (Security of Payment) Act 2009 (ACT)*

ADJUDICATION APPLICATION

To (Authorised Nominating Authority)

Name:
Business address:
Phone number:.....Fax number:.....:

From (claimant's name):

Name:
ABN (where applicable):ACN (where applicable):
Business address:
Phone number:.....Fax number:.....Email:.....

Respondent's name:

Name:
ABN (where applicable):ACN (where applicable):
Business address:
Phone number:Fax number:

CONTRACT DETAILS

Project:
Contract number (where applicable):
Claimant's status (eg. subcontractor, contractor, consultant, supplier):
Business type of claimant (eg. electrician, plumber, architect):
Business type of respondent (eg. statutory authority, developer, head contractor, head consultant, fabricator of materials):
Reference date (date to which progress value is calculated):
Due date for payment (date when payment is due to be made):
Date payment claim served on respondent:
Date payment schedule, if any, served on claimant:
Payment claim amount: \$.
Scheduled amount (amount that respondent proposes to pay): \$.
Application fee accompanying this application: \$.

The claimant will serve a copy of this adjudication application (including all attachments) on the respondent on the same day as it is lodged with the Authorised Nominating Authority. If it is not served on the same day, the applicant will immediately notify the Authorised Nominating Authority of the date of service upon the respondent.

The claimant hereby applies for adjudication under the *Building and Construction Industry (Security of Payment) Act 2009 (ACT)* of the referenced payment claim.

Signed (claimant): Date:

ADJUDICATION APPLICATION CHECKLIST

Notes for the guidance of the claimant and respondent

(Attach all documents to the application)

1. In accordance with section 19 of the Act, the time for lodging an adjudication application is:
 - where the claimant received a payment schedule within 10 business days and the claimant disputes any reasons for non payment – 10 business days from the day of receipt of the payment schedule
 - where the claimant received a payment schedule within 10 business days showing that an amount will be paid and the claimant did not seek adjudication and the amount was not paid on the due date for payment – 20 business days from the due date for payment
 - where the claimant did not receive an initial payment schedule within 10 business days and the full amount of the payment claim was not paid on the due date for payment –
 - (a) the claimant has 20 business days from the due date for payment to notify the respondent of the claimant's intention to apply for adjudication
 - (b) the respondent has 5 business days to provide a payment schedule and
 - (c) the claimant may apply for adjudication within 10 business days of the expiry of the 5 business days period provided to the respondent regardless of whether or not a payment schedule was served on the claimant.
2. The claimant must include with the application the fee payable to the Authorised Nominating Authority. If the application fee does not accompany the application, the application is not valid.
3. The applicant should attach to the application copies of:
 - the construction contract (which may be a formal contract document, an exchange of letters, a quotation and acceptance or a record of an oral agreement) under which the payment claim is made
 - the payment claim
 - the payment schedule, if any
 - any supporting documents (eg. certificates, test results, delivery dockets, invoices, photographs, statutory declarations, expert reports, written statements etc)
 - a written submission by the claimant evidencing that the claimed amount is due and unpaid and evidencing the value of the work, materials or services for which payment is claimed. The submission must also respond to the reasons, if any, given by the respondent for not paying and must provide evidence or arguments to refute the respondent's grounds for withholding payment.
4. A copy of the adjudication application and all attachments or other things accompanying it must be served on the respondent. To expedite the adjudication this should be done at the same time as it is served upon the Authorised Nominating Authority.
5. The adjudication application may be served on the respondent in accordance with the contract or it may be served in accordance with the Act. by delivering it :
 - by giving it in person to the claimant
 - by sending it by prepaid post, addressed to the claimant, to a home or business address of the claimant
 - by faxing it to a fax number of the claimant
 - by emailing it to an email address of the claimant or
 - by leaving it, addressed to the claimant, at a home or business address of the claimant with someone who appears to be at least 16 years old and to live or be employed at the address.

6. The respondent may lodge a response to the application only if the respondent served a payment schedule under the Act. The response may be served on the adjudicator on or before the latter of:
 - seven business days after receiving a copy of the adjudication application or
 - five business days after receiving notice of the adjudicator's acceptance of the adjudication application.
7. If within four business days after lodging the adjudication application, the claimant has not received an adjudicator's notice of acceptance of appointment, the claimant may, by notice in writing to the adjudicator or Authorised Nominating Authority, withdraw the adjudication application. The claimant may make a new adjudication application within five business days after the claimant becomes entitled to withdraw the previous adjudication application.

This form is not mandatory and is provided to assist a claimant to make an adjudication application.

Sample adjudication application response form under the Building and Construction Industry (Security of Payment) Act 2009 (ACT)

RESPONDENT'S ADJUDICATION RESPONSE

Adjudicator:

[Insert name of adjudicator]

**Authorised Nominating Authority (ANA) to whom
the adjudication application was made:**

[Insert name and ACN of the ANA]

[Insert address of the ANA]

[Insert telephone and fax numbers]

Adjudication application reference number:

[Insert Adjudication Application Ref No]

Project :

[Insert description of the project]

Date of payment claim :

[Insert date]

Amount claimed :

[Insert amount]

Date of payment schedule :

[Insert date]

Scheduled amount :

[Insert amount]

Claimant's details :

[Insert name and ACN, if any, of the claimant]

[Insert address of the claimant]

Respondent's details :

[Insert name and ACN, if any, of the claimant]

[Insert address of the claimant]

**Date on which the respondent received a copy of
the adjudication application**

[Insert date received]

**Date on which the respondent received notice of the
adjudicator's acceptance of the application**

[insert date received]

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 the list is lengthy, attach submissions as a referenced document

List of Attachments:

Note : List and attach all the referenced documents

Signed (respondent):

Date:

Adjudication response checklist notes for the guidance of the claimant and respondent

1. The respondent can only lodge a submission with the adjudicator if the respondent has provided a payment schedule to the claimant within:
 - 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
 - 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.
2. The adjudicator cannot consider a submission made by the respondent after the later of
 - seven business days after the respondent received a copy of the adjudication application; or
 - five business days after the respondent received notice of the adjudicator's acceptance of the application.
3. The respondent's adjudication response:
 - must be in writing
 - must be addressed to the adjudicator and be received by the adjudicator within time
 - must at the same time be served on the claimant
 - must identify the adjudication application that the response relates to
 - must not include any reasons for withholding payment unless those reasons have been included in the payment schedule
 - should include full details of reasons given in the payment schedule for refusing to pay or withholding payment of any amount (attach any documents necessary to evidence or support those reasons, which may include, for example, expert reports and photographs evidencing defective work and statutory declarations from witnesses)
 - may contain submissions relevant to the response; if documentation other than that provided in the adjudication application is referenced, it should be attached to the response
 - may respond to issues raised in the adjudication application; issues could include that the claimant is not entitled to claim amounts additional to those in the payment claim or to change the payment claim.
4. Submissions are essentially arguments in support of the respondent's case. They may include legal arguments, arguments on the interpretation of the contract or other documents. These documents usually don't speak for themselves. The adjudicator cannot be expected to assume that something said by the respondent in a letter or minutes of a meeting or other document is true. In the submissions, the respondent can state that it is true but 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.

Sample affidavit of debt form under the ***Building and Construction Industry (Security of Payment) Act 2009 (ACT)***

AFFIDAVIT OF DEBT FORM

In the:[Insert court eg Magistrate]

issued at:[Insert court location]

Number:[Insert Plaintiff No & year]

Plaintiff:[Insert name of claimant]

Defendant:[Insert name of defendant]

On the[Insert date]

I,[Insert name]

Of[Insert address]

say on oath:

1. I am the plaintiff / the [Insert position such as managing director/secretary / accountant] of the plaintiff and am in a position to know the facts attested hereto
[Note - Delete that is not applicable]

2. This affidavit is made pursuant to section 27 of the *Building and Construction Industry (Security of Payment) Act 2009 (ACT)* to accompany an adjudication certificate for an adjudicated amount of \$ [Insert amount].

3. The adjudication certificate is dated..... [Insert date] and was issued by the authorised Nominating Authority [insert ANA name]
.....

4. The defendant has not paid the plaintiff the full adjudicated amount at the date hereof, and the unpaid part of the adjudicated amount is \$[Insert amount]

Sworn at :[Insert court location]

On :[Insert date]

Before me :[Insert name]

Signature :

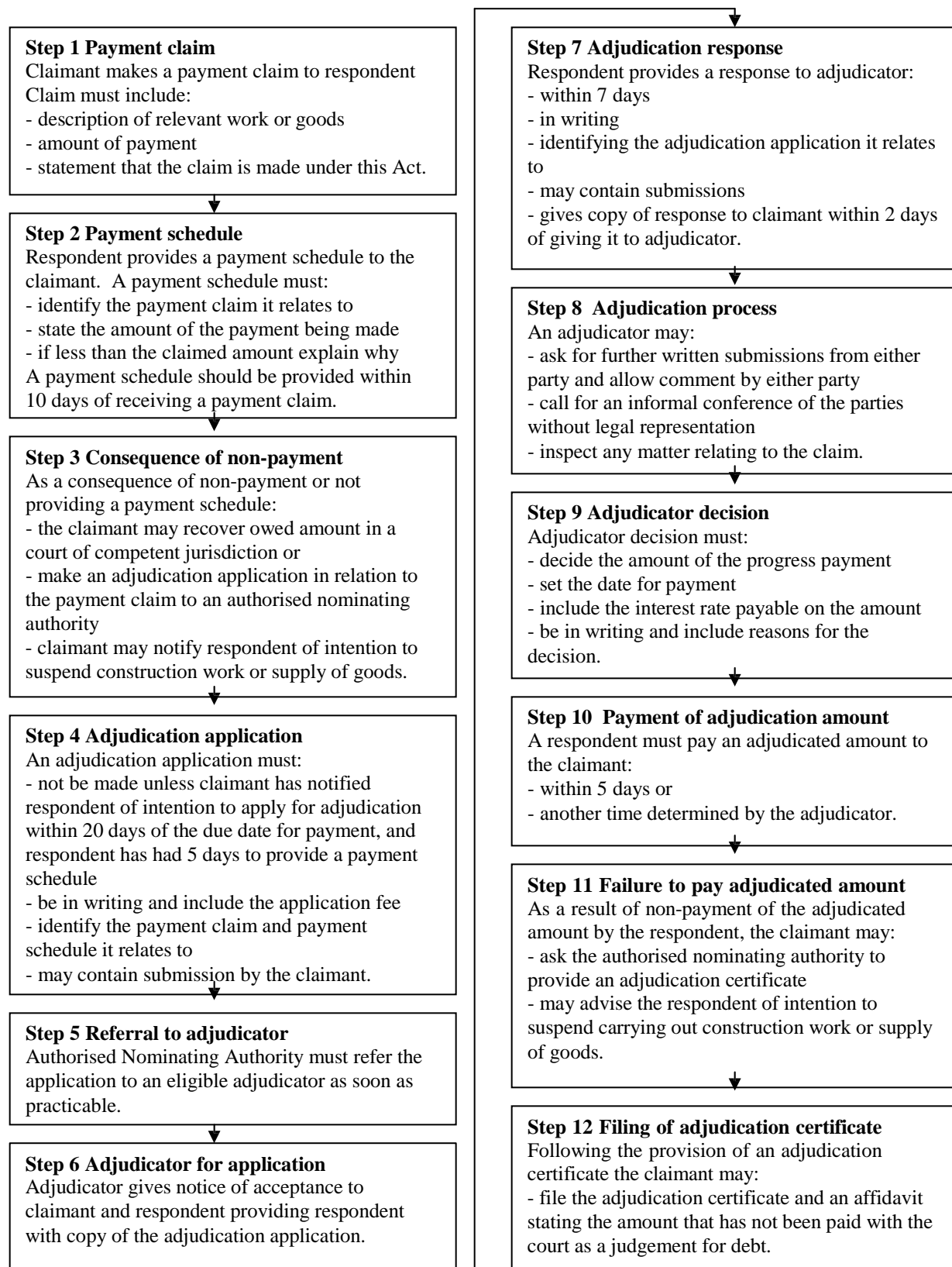
Officer of the Court / Justice of the Peace / Solicitor [Delete the titles that are not applicable]

Affidavit of debt form guide notes

1. Indicate the court where the affidavit is to be lodged. For example the Magistrates Court or the Supreme Court.
2. The affidavit is to accompany the filing of an adjudication certificate. It must be sworn on the day on which the adjudication certificate is filed in the court. Usually, there will be an officer of the court before whom the affidavit can be sworn. It can also be sworn before a Justice of the Peace or a solicitor.
3. This sample form is provided to assist a claimant to make an affidavit. Use of this form is not mandatory.

Simple step by step flowchart:

Procedure for recovering progress payment



Authorised Nominating Authorities

The following organisations have been authorised as Nominating Authorities under the *Building and Construction Industry (Security of Payment) Act 2009*:

Able Adjudication Pty Ltd
PH – 1300 922 303
Fax – 1300 922 308
www.ableadjudication.com.au

Adjudicate Today Pty Ltd
PH – 1300 760 297
Fax – 1300 760 220
www.adjudicate.com.au

Australian Solution Centre Pty Ltd
PH – 1300 722 624
Fax – 1300 722 924
www.solutionscentre.com.au

Australian Building & Construction Dispute Resolution Services Pty Ltd
trading as ABC Dispute Resolution Service and ABC DRS
PH – 1300 857 383
www.abcdrs.com.au

RICS Dispute Resolution Service
PH – 1300 935 459
Fax – 1300 953 529
www.ricsdrs.com.au

The Institute of Arbitrators and Mediators Australia
PH - 02 6282 0234
Fax - 02 6282 0236
www.iama.org.au