



c/- Australian Building and Construction Dispute Resolution Service Pty Ltd  
 Darwin Innovation Hub. Level 1, 48-50 Smith Street Mall, Darwin NT 0800  
 T: 1300 857 383 F: 1300 857 384 E: [contactus@abcdrs.com.au](mailto:contactus@abcdrs.com.au)  
 www.abcdrs.com.au

## Adjudication Application (Northern Territory)

Made under the *Construction Contracts (Security of Payments) Act 2004 (Northern Territory)*

Please complete all details of this application where applicable			
<b>Application Fee</b>	<b>Payment Claim Value (\$)</b>		<b>Application Fee</b>
	All values		\$0.00
<p><i>Please complete all applicable details below and take care particularly in regards to the business details of the respondent and the contract. All details must be correctly completed.</i></p>			
Applicant Details			
Name of business (and trading name if applicable)			
Business Address (number, street, suburb, state and postcode)			
Postal Address			
Phone Number / Fax Number	/		
Email Address			
Contact person			
Applicant Type (Please select one)	Pty Ltd Company <input type="checkbox"/>	Limited Company <input type="checkbox"/>	Partnership <input type="checkbox"/>
	Sole Trader <input type="checkbox"/>	Trust <input type="checkbox"/>	Incorporated Association <input type="checkbox"/>
Applicant Business Type (please select one)	Trade Contractor/ Subcontractor <input type="checkbox"/>	General / Main / Head Contractor <input type="checkbox"/>	Project Manager <input type="checkbox"/>
	Consultant <input type="checkbox"/>	Supplier <input type="checkbox"/>	Surveyor <input type="checkbox"/>
	Designer <input type="checkbox"/>	Developer /Client <input type="checkbox"/>	Other [Describe] <input type="checkbox"/> _____
Applicant Trade (i.e. building, tiling, development etc)			
ABN / ACN (Provide both if applicable)	ABN:	ACN:	

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Respondent Details		
Name of business (and trading name if applicable)		
Business Address (number, street, suburb, state and postcode)		
Postal Address		
Phone Number / Fax Number	/	
Email Address		
Contact person		
Respondent Type (Please select one)	Pty Ltd Company <input type="checkbox"/>	Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/>
	Sole Trader <input type="checkbox"/>	Trust <input type="checkbox"/> Incorporated Association <input type="checkbox"/>
Respondent Business Type (please select one)	Trade Contractor/ Subcontractor <input type="checkbox"/>	General / Main / Head Contractor <input type="checkbox"/> Project Manager <input type="checkbox"/>
	Consultant <input type="checkbox"/>	Supplier <input type="checkbox"/> Surveyor <input type="checkbox"/>
	Designer <input type="checkbox"/>	Developer /Client <input type="checkbox"/> Other [Describe] <input type="checkbox"/>
Respondent Trade (i.e. building, tiling, development etc)		
ABN / ACN (Provide both if applicable)	ABN:	ACN:
Contract and Project Details		
Project Name		
Project Address		
Project Type (e.g. building apartments)		
Contract Number		
Contract Type (Written, Oral, Part Written / Part Oral)		
Date Contract Formed		

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Payment Claim Reference Number		
Date of Payment Claim		
Date Payment Claim served on Respondent		
Payment Claim Amount (inc GST)		
Due Date for Payment		
Notice of Dispute (tick if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of Notice of Dispute		
Date Notice of Dispute served on Applicant		
Notice of Dispute Amount (inc GST)		
Further information/points in support of in support of claim:		
<b>Service of this application</b>		
The date applicant served this application on the respondent OR the date applicant intends to serve this application. (including all submissions)		



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## Terms & Conditions of Application (NT)

Please make yourself aware of the following terms and conditions for the adjudication regime you are applying under.

**1 Adjudication Application Fee:**

- 1.1 AIQS does not charge an adjudication application fee to applicants.
- 1.2 AIQS charges an appointment fee of 15% of the adjudicator's fee from the adjudicator which is included in the adjudicator's published hourly rate. The appointment fee is not in addition to the adjudicator's published hourly rate fee.

I confirm that I have read and understand all the relevant terms and conditions for the adjudication application.	<input type="checkbox"/>
Signature .....	Date:

## Application Checklist

Please make sure you consider the following items	
This application refers to a valid payment claim.	<input type="checkbox"/>
This application is accompanied by a copy of the payment claim.	<input type="checkbox"/>
Was a Notice of Dispute issued?	<input type="checkbox"/>
This application is accompanied by a copy of the Notice of Dispute.	<input type="checkbox"/>
A copy of the relevant contract is included. If a written contract does not exist, a document referring to the terms of the verbal agreement.	<input type="checkbox"/>
This application may also be accompanied by relevant submissions (e.g. legal submissions, statutory declarations, emails, previous invoices, expert reports, faxes, other relevant communication).	<input type="checkbox"/>
This application contains information regarding the service of documents on the respondent, including the payment claim as well as the adjudication application.	<input type="checkbox"/>

**Please Note the following:**

- The Applicant **is required** to serve a copy of the adjudication application (including all attachments) on the respondent.



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- If it is not served on the same day the Applicant will immediately notify the Prescribed Appointor of the date of service upon the respondent and provide evidence of service.

The applicant hereby applies for adjudication under section 28 of the *Construction Contracts (Security of Payments) Act 2004* of the progress payment to be made in respect to the payment claim.

**By signing this application, the applicant submits that all information entered above is correct, particularly with regards to contact and business details for both parties.**

Signed (applicant): .....

Date: \_\_\_\_\_



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## Submission of Application

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This adjudication application must be served on AIQS . It can be done in the following ways.

**By post or delivery** to AIQS c/- ABC DRS at any of the following addresses:

<b>ABC DRS Northern Territory Office</b>
Business/Courier/Postal Address: ABC Dispute Resolution Service Darwin Innovation Hub. Level 1, 48-50 Smith Street Mall, Darwin NT 0800  Office hours: 8:00 am to 5:00 pm (local time)
<b>ABC DRS Queensland Office (Head office)</b>
Business/Courier Address: ABC Dispute Resolution Service Level 34, Waterfront Place 1 Eagle Street, Brisbane, QLD, 4000.  Office hours: 8.30 am to 5.00 pm (local time)  Postal Address: ABC Dispute Resolution Service PO Box 307 Waterfront Place, Brisbane, QLD, 4001
<b>ABC DRS ACT Office</b>
Business/Courier/Postal Address: ABC Dispute Resolution Service Level 1, The Realm. 18 National Circuit, Barton ACT 2600  Office hours: 8.30 am to 5.00 pm (local time)
<b>ABC DRS New South Wales Office</b>
Business/Courier/Postal Address: ABC Dispute Resolution Service Level 5, 115 Pitt Street. Sydney NSW 2000

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Office hours: 8.30 am to 5.30 pm (local time)
<b>ABC DRS South Australia Office</b>
Business/Courier/Postal Address: ABC Dispute Resolution Service Level 2, 70 Hindmarsh Square, Adelaide, SA 5000  Office hours: 8.30 am to 5.00 pm (local time)
<b>ABC DRS Tasmania Office</b>
Business/Courier/Postal Address: ABC Dispute Resolution Service Level 3, 85 Macquarie Street, Hobart, TAS 7000  Office hours: 8.15 am to 5.15 pm (local time)
<b>ABC DRS Western Australia Office</b>
Business/Courier/Postal Address: ABC Dispute Resolution Service AMP Tower, Level 28, 140 Georges Terrace, Perth, WA 6000  Office hours: 8.45 am to 5.15 pm (local time)

So that we can process your adjudication application efficiently please contact us prior to lodging any applications at any of our offices above either by email ([contact@ricsdrs.com.au](mailto:contact@ricsdrs.com.au)) or phone us on 1300 857 383.

**Or by fax:** 1300 857 384

**Or by email:** [contactus@abcdrs.com.au](mailto:contactus@abcdrs.com.au)

**Or by ABC DRS "Hightail" file sharing platform account:** <https://spaces.hightail.com/uplink/abcdrs>