|  |
| --- |
| **Construction Contracts Act, 2013****Form No. 6****Referral of Payment Dispute to Adjudicator**- pursuant to section 6(5) of the Construction Contracts Act, 2013A Referring Party is required to send this form and the accompanying documentation to the:1. Adjudicator, within 7 days of the Adjudicator's appointment; and
2. Responding Party, at the time the dispute is referred to the Adjudicator
 |
| **Contract Title/Description (whether oral or written):**  |  |
| **Site Address:** |  |

 Please ensure all parts of the form are completed in full, and in **Block Capitals** if handwritten(see Note 1)

|  |
| --- |
| **PART A: Referring Party details [[1]](#footnote-1) - must be a party to the construction contract** |
| **Name of Person /Company/Public Body:** |  |
|  |
| **Trading Name (if different):** |  |
|  |
| **Address:** |  |
|  |  |
|  |  |  |
| **City/Town:** |  | **County:** |  |
|  |  |  |  |
| **Country:** |  | **Eircode / Postcode:** |  |  |  |  |  |  |  |
|  |  |
| **Telephone:** |  | **Mobile:** |  |
| **Email:**  |  | **Fax (Optional):** |  |
|  |  |

|  |
| --- |
| **Referring Party status** (e.g. Employer (Government Agency), Employer (Other), Main Contractor , Subcontractor, Architect, |
| Engineer, Surveyor, Project Manager, Consultant (please specify type of consultancy)): |  |
|  |  |

|  |  |
| --- | --- |
| **Referring Party Business Type** (e.g. electrician, plumber): |  |

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| **Name of person who may be contacted by the Adjudicator about this matter:** |  |

 |
|  **Email:** |  | **Telephone/Mobile:** |  |

|  |
| --- |
| **Responding Party[[2]](#footnote-2) - must be a party to the construction contract** |
| **Name of Person /Company/Public Body:** |  |
|  |
| **Trading Name (if different):** |  |
|  |
| **Address (registered address for a Company):** |  |  |
|  |  |
|  |  |  |
| **City/Town:** |  | **County:** |  |
|  |  |  |  |
| **Country:** |  | **Eircode / Postcode:** |  |  |  |  |  |  |  |
|  |  |
| **Telephone:** |  | **Mobile:** |  |
| **Email:**  |  | **Fax (Optional):** |  |
|  |  |

|  |
| --- |
| **Responding Party status** (e.g. Employer (Government Agency), Employer (Other), Main Contractor , Subcontractor, Architect, |
| Engineer, Surveyor, Project Manager, Consultant (please specify type of consultancy)): |  |
| **Name of Senior Contact Person (if known):** |  |

|  |
| --- |
| **PART B: Payment dispute details** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Does the payment dispute arise under a construction contract as defined****in the Construction Contracts Act, 2013? [[3]](#footnote-3)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **State the Payment Claim Date for the amount in dispute:** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **/** |  |  | **/** |  |  |  |  |

 |

|  |  |  |
| --- | --- | --- |
| **State the amount in dispute (even if the amount is zero):** |  | **€** |

|  |  |
| --- | --- |
| **State the amount in words:** |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Describe the payment dispute from the following options:** |
|  | Failure to make an interim payment |

|  |
| --- |
|  |

 |
|  | Failure to make a final payment |

|  |
| --- |
|  |

 |
|  | Other payment dispute (please specify)  |  |

|  |
| --- |
|  |
|  |

Continue on separate sheet if needed

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **On what date was the *Notice of Intention to Refer Payment Dispute for Adjudication* served on the Responding Party?** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **/** |  |  | **/** |  |  |  |  |

 |

|  |  |
| --- | --- |
| **By what means** **was this done - by post/by email/other means?** |  |

|  |
| --- |
| **What contentions does the Referring Party intend to rely upon to support its case?** |
|  |
|  |
|  |
|  |
|  |
|  |

Continue on separate sheet if needed

|  |
| --- |
| **PART C: Signature**  |
|  |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |  | **/** |  |  | **/** |  |  |  |  |  |
| **Print Name:** |  |
| **Capacity/Position:**  |  |

**The following documentation MUST be attached to this form:**1. a copy of the *Notice of Intention to Refer Payment Dispute for Adjudication* including any accompanying documentation attached to that Notice;
2. a copy of the written contract or, if the contract is an oral contract, other material evidencing the contract (if such exists); and
3. any supporting information that may assist an Adjudicator in understanding the nature of the payment dispute.
 |

**RETAIN A COPY** **of this completed form and the accompanying documentation** for your records as you may be required to produce it at a later date.

**Note 1**

A Referring Party may only use this form if the payment dispute arises under a construction contract as defined in the [Construction Contracts Act 2013](http://www.irishstatutebook.ie/eli/2013/act/34/enacted/en/html). The definition of a **construction contract** is set out in section 1 of the Act and section 2 lists exceptions which are not a construction contract for the purposes of the Act. An information booklet on the Construction Contracts Act, 2013 is available at [www.enterprise.gov.ie](http://www.enterprise.gov.ie/en/) for further guidance.

CCAS v1

CCAS v1

1. The Referring Party is the party to the construction contract which served the *Notice of Intention to Refer Payment Dispute for Adjudication* pursuant to section 6(2) of the Construction Contracts Act, 2013. [↑](#footnote-ref-1)
2. If there is more than one Responding Party, copy this blank page and include their details. [↑](#footnote-ref-2)
3. If you select **No**, this form should not be used to refer the dispute to an Adjudicator under the Construction Contracts Act, 2013. [↑](#footnote-ref-3)