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| **Construction Contracts Act, 2013**  **Form No. 4**  **Notice of Intention to refer Payment Dispute for Adjudication**  - pursuant to section 6(2) of the Construction Contracts Act, 2013  A Referring Party is required to send this form and the accompanying documentation to the Responding Party | | |
| **Contract Title/Description (whether oral or written):** | |  |
| **Site Address:** |  | |

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

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| **PART A: Referring Party details - must be a party to the construction contract (see Note 2)** | | | | | | | | | | | | | | |
| **Name of Person /Company/Public Body:** | | |  | | | | | | | | | | | |
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| **Trading Name (if different):** | | |  | | | | | | | | | | | |
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| **Address:** | |  | | | | | | | | | | | | |
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| **City/Town:** | |  | | | **County:** |  | | | | | | | | |
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| **Country:** | |  | | | **Eircode / Postcode:** |  | |  |  |  |  |  |  |
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| |  |  | | --- | --- | | **Name of person who may be contacted about this matter:** |  | | | | | | | | | | | | | | | |
| **Email:** |  | | | **Telephone/Mobile:** | | |  | | | | | | | |

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| **Responding Party details[[1]](#footnote-1) - must be a party to the construction contract** | | | | | | | | | | | |
| **Name of Person /Company/Public Body:** | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| **Trading Name (if different):** | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| **Address** (**registered address for a Company**)**:** | | |  | | | | | | | | |
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| **City/Town:** |  | | **County:** |  | | | | | | | |
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| **Country:** |  | | **Eircode / Postcode:** |  |  |  |  |  |  |  |
|  | | |  | | | | | | | | |
| **Name of Senior Contact Person (if known):** | |  | | | | | | | | | |
| **PART B: Payment dispute details** | | | | | | | | | | | |

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| **Does the payment dispute arise under a construction contract as defined**  **in the Construction Contracts Act, 2013?** [[2]](#footnote-2) | **Yes** |  | **No** |  |

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| **State the Payment Claim Date for the amount in dispute:** |  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **/** |  |  | **/** |  |  |  |  | |
| **State the amount in dispute (even if the amount is zero):** |  | **€** |

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| **State the amount in words:** |
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| **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) |  | |
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Continue on separate sheet if needed

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| **Provide any additional information considered relevant to the payment dispute:** |
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Continue on separate sheet if needed

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

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| **The following documentation MUST be attached to this form:**     1. a copy of the relevant Payment Claim Notice and a copy of the Other Party's Response to the Payment Claim Notice, if any; 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 in the adjudication process.  **Notes**  **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.djei.ie](http://www.djei.ie) for further guidance.  **Note 2**  The *Code of Practice Governing the Conduct of Adjudications* published under section 9 of the Construction Contracts Act, 2013 states at paragraph 4 that:  "A party to the construction contract (known as “**the Referring Party**”) commences adjudication pursuant to section 6(2) of the Act by serving a written Notice of Intention on the other party or parties to the construction contract (known as the “Responding Party/Parties”) under which an individual payment dispute arises." |

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1. If there is more than one Responding Party, copy this blank page and include their details. [↑](#footnote-ref-1)
2. If you select **No**, this form should not be used to contact the Responding Party. [↑](#footnote-ref-2)