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| **Construction Contracts Act, 2013**  **Form No. 6**  **Referral of Payment Dispute to Adjudicator**  - pursuant to section 6(5) of the Construction Contracts Act, 2013  A 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, if applicable, in **Block Capitals** (see Note 1)

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| **PART A: Referring Party details [[1]](#footnote-1) - must be a party to the construction contract** | | | | | | | | | | | |
| **Name of Person /Company/Public Body:** | |  | | | | | | | | | |
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| **Trading Name (if different):** | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| **Address:** |  | | | | | | | | | | |
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|  |  | |  | | | | | | | | |
| **City/Town:** |  | | **County:** |  | | | | | | | |
|  |  | |  |  | | | | | | | |
| **Country:** |  | | **Eircode / Postcode:** |  |  |  |  |  |  |  |
|  | | |  | | | | | | | | |
| **Telephone:** |  | | **Mobile:** |  | | | | | | | |
| **Email:** |  | | **Fax (Optional):** |  | | | | | | | |
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| **Referring Party status** (e.g. Employer (Government Agency), Employer (Other), Main Contractor , Subcontractor, Architect, | | |
| Engineer, Surveyor, Project Manager, Consultant (please specify type of consultancy)): | |  |
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| **Referring Party Business Type** (e.g. electrician, plumber): |  |

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

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

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| **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? [[3]](#footnote-3)** | |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  | |

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

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

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

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| **What contentions does the Referring Party intend to rely upon to support its case?** |
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Continue on separate sheet if needed

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| **PART C: Signature** |
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**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.djei.ie](http://www.djei.ie) for further guidance.

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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)