|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | | | | | | | |
| Important: You have 65 working days from the date that the payment dispute arose to apply. | | | | | | | | | | | | |
| Applicant details (person requesting adjudication) | | | | | | | | | | | | |
| Company name | | |  | | | | | | | | | |
| Address | | |  | | | | | | | | | |
|  | | | | | | | | | |
| Suburb | | |  | | | **State** |  | | | | **Postcode** |  |
| Contact name | | |  | | | | | | | | | |
| Email | | |  | | | | | **Phone** |  | | | |
| Respondent details (the other party) | | | | | | | | | | | | |
| Company name | | |  | | | | | | | | | |
| Address | | |  | | | | | | | | | |
|  | | | | | | | | | |
| Suburb | | |  | | | **State** |  | | | | **Postcode** |  |
| Contact name | | |  | | | | | | | | | |
| Email | | |  | | | | | **Phone** |  | | | |
| Dispute summary | | | | | | | | | | | | |
| Amount of the claim: | | | |  | | | | | | | | |
| Provide brief details of the dispute below and attach the full details separately. For amounts less than 30,000 monetary units, the adjudicator may be an alternative dispute resolution (ADR) practitioner rather than a registered adjudicator. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Checklist | | | | | | | | | | | | |
| Y/N | | I have read and understood the information provided on the NTG website about adjudication. | | | | | | | | | | |
| Y/N | | I have attached the contract document or details or extracts of the contract. | | | | | | | | | | |
| Y/N | | I have attached any payment claims that have led to the dispute. | | | | | | | | | | |
| Y/N | | I have attached the full details of my claim, and any supporting information, submissions or documents. | | | | | | | | | | |
| Y/N | | I request that the Community Justice Centre appoint an adjudicator or an accredited mediator for my case. | | | | | | | | | | |
| Y/N | | IMPORTANT: I have given a copy of this application to all other parties to the contract. | | | | | | | | | | |
| Payment and submitting this request | | | | | | | | | | | | |
| A lodgement fee of $500 inc. GST is required. You will receive an invoice from NTG Accounts Receivable and need to pay within 5 working days of lodging this application. Lodgement by email recommended. Please call prior if lodging by post. | | | | | | | | | | | | |
| **BY EMAIL**  cjc@nt.gov.au | | | | | **BY POST**  Community Justice Centre  PO Box 41964, Casuarina NT 0811 | | | | | **ENQUIRIES**  1800 000 473 | | |
| Privacy statement The Community Justice Centre (CJC) is a service of the Northern Territory Government Department of the Attorney-General and Justice.  The CJC respects your rights to your privacy. The information you submit in this online request will be held by the CJC for the purpose of providing a mediation service. All information is collected, stored, used and disclosed in accordance with the information privacy principles contained in the [*Information Act 2002*](https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002)*[[1]](#footnote-1)*. To find out more, read the Act or go to the [Office of the Information Commissioner NT](https://infocomm.nt.gov.au/)[[2]](#footnote-2).  Read the [full privacy statement](https://nt.gov.au/law/processes/mediation/how-to-book-mediation/request-mediation-services/request-mediation-privacy-statement)[[3]](#footnote-3).  For more information, contact the CJC on [1800 000 473](tel:1800000473). | | | | | | | | | | | | |
| End of form | | | | | | | | | | | | |

1. https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002 [↑](#footnote-ref-1)
2. https://infocomm.nt.gov.au/ [↑](#footnote-ref-2)
3. https://nt.gov.au/law/processes/mediation/how-to-book-mediation/request-mediation-services/request-mediation-privacy-statement [↑](#footnote-ref-3)