Payment claim

Progress payment claim: NSW

For construction contracts in NSW to which the Building and Construction Industry Security of Payment Act 1999 applies. The Act does not apply to residential building work where the owner resides, or proposes to reside, in the premises. Check your contract and obtain legal advice where needed.

Statutory statement

This is a payment claim made under the Building and Construction Industry Security of Payment Act 1999 (NSW).

1. Parties and contract

Claimant Name, ABN, address, licence number		**Respondent** Name, ABN, address for service	
Contract / subcontract reference and date		**Project and site address**	
Payment claim number		**Date of this claim**	
Work period covered		**Date served and method**	

2. Before you serve

#	Check	Yes	No
1	The contract is for construction work or related goods and services carried out in NSW	☐	☐
2	The work is not residential building work for an owner who resides, or proposes to reside, in the premises	☐	☐
3	This claim is made on or after the date the contract or the Act allows for this month's claim	☐	☐
4	The work, goods or services claimed are identified in the breakdown below	☐	☐
5	The claimed amount is stated	☐	☐
6	The statutory statement above is included	☐	☐
7	A supporting statement is attached (head contractor claiming from the principal)	☐	☐
8	The claim is being served on the correct party at the address for service	☐	☐

3. Work claimed: contract items

Item / stage	Contract value	% complete	Value to date	Previously claimed	This claim
EXAMPLE *Frame stage: wall frames, trusses and roof framing*		*100%*			

Item / stage	Contract value	% complete	Value to date	Previously claimed	This claim

4. Variations

Variation no.	Description	Approved value	Previously claimed	This claim

5. Claimed amount

Contract work completed to date		**Variations to date**	
Total value to date		**Less retention (if applicable)**	
Less previous payments		**Amount due this claim (ex GST)**	
GST		**CLAIMED AMOUNT (inc GST)**	

6. Supporting statement (head contractor to principal only)

Where a head contractor serves a payment claim on the principal, it must be accompanied by a supporting statement in the form required by the regulations, declaring that all subcontractors have been paid all amounts due and payable to them. Attach the completed supporting statement to this claim.

Do not sign a supporting statement you know to be false: significant penalties apply.

7. Service and key dates

Served on (name)		**Method** As the contract and the Act allow: email to nominated address, post, hand	
Date served		**Proof of service kept?**	
Payment schedule due by Within the time in the contract or the Act, whichever is earlier		**Payment due by**	

Claimant signature		**Name and position**	