

CONSTRUCTION CHECKLIST

PAYMENT CLAIMS UNDER THE CONSTRUCTION CONTRACTS ACT 2002

- Is the claim in writing?
- Does the claim identify the construction contract?
- Does the claim identify the construction work?
- Does the claim identify the relevant period to which payment relates?
- Does the claim state the claimed amount due?
- Does the claim state the date for payment?
- Is the date for payment as per the construction contract?
- Does the claim indicate how you calculated the claimed amount?
- Does the claim say “this is a payment claim under the Construction Contracts Act 2002”?
- Have you attached to your claim a document titled “Form 1”?

PAYMENT SCHEDULES UNDER THE CONSTRUCTION CONTRACTS ACT 2002

- Will the schedule be served within time as per the construction contract?
- Is the schedule in writing?
- Does the schedule identify the payment claim to which it relates?
- Does the schedule state the amount claimed in the payment claim?
- Does the schedule state the amount you will pay?

If the amount you will pay is less than the claimed amount:

- Does the schedule indicate how you calculated the amount you will pay?
- Does the schedule provided reasons why you will pay less than the claimed amount?
- Does the schedule indicate your reasons for the difference between the amount claimed and the amount you will pay?
- If you are withholding payment, does the schedule indicate your reasons for withholding payment?

For more information [click here](#).