

NOTICE OF INTENTION TO SUSPEND WORKS

Contract: [subcontract title / number]

Project: [project name]

Date: [date]

To: [head contractor], Attention: [contract administrator / director]

1. This notice is given under section [X] of the Building Industry Fairness (Security of Payment) Act 2017 (QLD) [and clause [X] of the subcontract].
2. On [date], [subcontractor company] served a payment claim on [respondent] for \$[amount] (the Claimed Amount) in respect of [work / claim period].
3. [Select the trigger that applies:]
 - (a) The due date for payment of the Claimed Amount, [date], has passed and \$[amount] remains unpaid; or
 - (b) [Respondent] failed to provide a payment schedule within the time allowed by the Act and has not paid the Claimed Amount; or
 - (c) An adjudicated amount of \$[amount], determined on [date], has not been paid within the time allowed by the Act.
4. TAKE NOTICE that unless payment of \$[amount] is received within the period required by the Act after this notice [insert your state's statutory period, e.g. two business days in New South Wales; verify the section and period for your state before serving], [subcontractor company] intends to suspend the carrying out of construction work under the contract, as the Act entitles it to do.
5. Any suspension will be exercised strictly in accordance with the Act. [Subcontractor company] reserves all rights under the contract and at law, including to recover the unpaid amount and interest.

Signed: [name, position]

[company]