

Sample Form – Payment Schedule

April 2026

INTRODUCTION

This document provides information about preparing a **payment schedule** under the *Building and Construction Industry Security of Payment Act 2002* (SOP Act).

The sample form included in this document is **not** a prescribed form. There is no prescribed form for a **payment schedule**.

The information and sample form can be used by a **respondent** to prepare a **payment schedule** under the SOP Act.

BEFORE YOU START

Check to ensure that you serve the payment schedule on time

The payment schedule must be served on the claimant within the time required by the construction contract or within 10 business days after you were served with a payment claim – whichever is **earlier**.

Subject to any specified earlier date in the construction contract, the SOP Act specifies the **earliest day** on which a payment claim can be served. The requirement to serve a payment schedule within 10 business days does not commence until the earlier of the date specified in the contract or the earliest day on which the payment claim can be served.

REQUIRED INFORMATION

A payment schedule **must**:

- identify the payment claim to which it relates
- indicate the amount of the payment (if any) that you propose to make (the 'scheduled amount')
- if the scheduled amount is less than the claimed amount, indicate why the scheduled amount is less and if you are withholding

payment provide reasons for withholding payment.

ADDITIONAL INFORMATION

Consequences of not serving a payment schedule

If you do not serve a payment schedule and do not pay the claimed amount on or before the due date for payment, you become liable to pay the full amount claimed on the due date for payment.

The claimant may recover this amount as a debt due in court or apply for adjudication. In either case, you may incur associated court or adjudication costs as well as having to pay the amount claimed. You may also be charged interest on the unpaid claimed amount from the due date for payment.

In the meantime, the claimant has the right to suspend work or cease supplying related goods and services under the construction contract until the dispute is resolved or payment is made.

If you fail to serve a payment schedule, the claimant must give you written notice of their intention to apply for adjudication. You then have 5 business days to serve a payment schedule.

If the claimant applies for adjudication, a respondent who has not served a payment schedule may not submit an Adjudication Response.

Consequences of not paying the scheduled amount

If you serve a payment schedule and do not pay the scheduled amount on or before the due date for payment, the claimant may recover this amount as a debt due in court or apply for adjudication. In either case, you may incur associated court or adjudication costs as well as having to pay the amount claimed. You may also be charged interest on the unpaid claimed amount from the due date for payment.



In the meantime, the claimant has the right to suspend work or cease supplying related goods and services under the construction contract until the dispute is resolved or payment is made.

SERVING THE PAYMENT SCHEDULE ON THE CLAIMANT

The payment schedule must be served on the claimant (see 'Check to ensure that you serve the payment schedule on time' above).

A payment schedule can be served in the manner (if any) required by the construction contract. In any other case, it can be served by one of the following means:

1. by delivering it in person;
2. by leaving it at the claimant's ordinary place of business;
3. by posting it to the claimant's ordinary place of business;
4. in any manner instructed by the claimant as being an acceptable manner for service; or
5. in the prescribed manner (if any)¹.

The payment schedule can also be served on the claimant's agent.

The payment schedule is not served until it is delivered to the claimant or left at the claimant's ordinary place of business. If it is posted, service is 7 business days after the day on which it was posted, or on any earlier day on which it was delivered to the claimant. If it is emailed or served electronically, it is served at the time the email or electronic communication is received.

A 'business day' under the SOP Act excludes Saturdays, Sundays, Victorian public holidays, and the period 22 December to 10 January.

NOTES FOR THE RESPONDENT

Preparing a payment schedule

1. Respondent's details

Provide the contact details for your ordinary place of business.

2. Claimant's details

These are likely to have been provided by the claimant on the payment claim, if not on the contract.

3. Payment claim details

You must identify the payment claim. The payment schedule **must** include this information. Provide as much information as you can from the payment claim itself.

Provide sufficient information to identify the construction work or related goods or services to which the claim relates.

4. Scheduled amount

Indicate the amount of the payment (if any) that you propose to make. This is the 'scheduled amount'. The payment schedule **must** include this information.

5. Construction work or related goods and services, amounts, and reasons for withholding payment

Identify the construction work or related goods and services to which the claim relates.

The claimed amount is the amount that the claimant is seeking from you, as shown on the payment claim.

The scheduled amount is the amount you propose to pay.

The amount withheld is the amount that you do not agree to pay for any reason.

If you are withholding payment for any reason, you must show how much is being withheld and why. The payment schedule **must** include this information.

6. List of attachments

Attach copies of any documents that will help to explain a difference between the claimed amount and the scheduled amount. List the attached documents on the form.

7. Signature of Respondent

Check that the details you have provided are accurate and then sign the form.

¹ Not currently prescribed.



SAMPLE FORM – PAYMENT SCHEDULE

1. Respondent's details

Company	
Contact Person	
Address	
Phone	Fax
Email	

2. Claimant's details

Company	
Contact Person	
Address	
Phone	Fax
Email	

3. Payment claim details

Payment claim number	
Project/Site/Job Description	
Contract number (if applicable)	
Date of contract	DD / MM / YYYY
Total claimed (the 'claimed amount')	\$
Date payment claim served on Respondent	DD / MM / YYYY
Due date for payment	DD / MM / YYYY

4. Scheduled amount

Amount of payment (the 'scheduled amount')	\$
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5. Construction work or related goods and services, amounts, and reasons for withholding payment

Item No.	Description of work, goods or services	Claimed amount	Scheduled amount	Amount withheld (if any)	Reasons for withholding payment (show calculations)
		\$	\$	\$	
		\$	\$	\$	
Totals		\$	\$	\$	

6. List of attachments

7. Signature of Respondent

Signature of Respondent
Date DD / MM / YYYY



Accessibility

For enquiries in languages other than English, contact the Translating and Interpreting Service on 131 450. Say the name of your language in English and ask the interpreter to call 1300 815 127.

If you have difficulties with hearing or speech, you can contact the **Building and Plumbing Commission** via the [National Relay Service](#). Simply enter 1300 815 127 as the number you want to call.

Users of TTY services can also contact the BPC via our direct TTY line: 133 677.

Acknowledgment of Country

The Building and Plumbing Commission (BPC) respectfully acknowledges the Traditional Owners and custodians of the land and water upon which we rely. We pay our respects to their Elders past and present. We recognise and value the ongoing contributions of Aboriginal and Torres Strait Islander peoples and communities to Victorian life.

We embrace the spirit of reconciliation, working towards equality of outcomes and an equal voice.



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Want to know more?

If you have any questions about this information, please contact the Building and Plumbing Commission.

Telephone: 1300 067 088

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