

RESOLVE

FOR TRADIES. POWERED BY AI

Prepared for gsdf

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01

Purpose of this document

This document has been created to give you a clear understanding of your situation, outline the recommended steps to move forward, and show you exactly how I can support you — without the need for a lawyer.

02

Welcome to Resolve

Thanks for reaching out. I'm sorry you're being mucked around — you've done the work, kept your side of the deal, and now you're owed \$23,231 with no payment in sight. The good news is this: you're legally protected, even without a formal written contract.

03

Your case and what you can do now

You can take action under the Security of Payment Act 2002 (VIC) — a law designed specifically for trades and subcontractors like you to get paid quickly without going to court or hiring a lawyer. Given your situation where you have completed work and issued an invoice, the Act provides a direct pathway to recovery.

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How it works

The Act applies because: You did construction work or supplied related goods/services, You issued a valid invoice (payment claim), and You haven't been paid within the allowed timeframe.

Step 1: Send Payment Claim under SOPA

You send a new invoice marked as a Payment Claim under the Security of Payment Act 2002 (Vic). This gives the builder only 10 business days to respond.
Timeframe: 10 business days for response

Step 2: Monitor for Response

If he doesn't respond, you win by default — and can apply for adjudication and recover the amount via court enforcement.
Timeframe: Automatic win if no response

Step 3: Apply for Adjudication

If he disputes it, it goes to adjudication — a fast, binding decision (usually within 2–4 weeks).
Timeframe: 2-4 weeks for decision

Day 0	Send Payment Claim including new invoice under SOPA (draft letter attached) Start 10-day response period
Day 10	Deadline for builder to issue a Payment Schedule Builder must respond by this date
Day 11-15	If no schedule received, apply for adjudication Application window
Week 4-6	Adjudicator decides in your favour (if paperwork is correct) Binding legal decision
Week 6+	Enforce as a court debt if still unpaid Final enforcement

Adjudication Fee: Application Fee (to Adjudicator) - Free through some ANAs (e.g. Adjudicate Today)

Adjudicator Fee: Adjudicator's Fee - Usually \$500–\$1,500 depending on complexity and time involved

Recovery Likelihood: High - You may recover this fee if the builder loses the case

Total Estimated Cost: \$500–\$1,500 (potentially recoverable if you win)

If the builder doesn't respond within 10 business days of receiving your Payment Claim, you can proceed to adjudication — a fast, legally binding process under the Security of Payment Act.