CONSTRUCTION ADJUDICATION AUTHORITY

APPLICATION FOR APPOINTMENT TO THE CAA LIST OF ADJUDICATORS

FULL NAME	
NAME AS SHOWN ON THE NZLS REGISTER	
FIRM OR CHAMBERS	
ROLE	
EMAIL AND PHONE	
YEARS NZLS PRACTISING CERTIFICATE HELD	
TYPE OF PRACTISING CERTIFICATE	☐ Barrister ☐ Barrister and solicitor
YEARS AND TYPE OF AMINZ MEMBERSHIP HELD, IF ANY	
GST	☐ I am registered for GST ☐ I supply my services through a GST-registered entity, named here:

1. Minimum criteria

1.1 I confirm that I meet each of the minimum criteria in clause 3.1 of the Terms and Conditions with Adjudicator, subject to paragraph (e) below, in that I:

(a) have at least 10 years' experience in construction or infrastructure law or litigation;

(b) have been an adjudicator or counsel in at least five adjudications under the Construction Contracts Act 2002;

(c) am a partner, special counsel, or senior associate (or equivalent) in the construction, infrastructure or litigation team of a New Zealand law firm, or a barrister sole practising in construction, infrastructure or litigation;

(d) am a member of NZLS with a current practising certificate, in good standing;

(e) am an associate or fellow of AMINZ, in good standing, or, if I am not, ask the Advisory Board to consider approving my appointment under clause 3.6 of the Terms and Conditions with Adjudicator on the basis of my experience and standing in construction law and adjudication, as described in my curriculum vitae;

(f) am registered for goods and services tax under the Goods and Services Tax Act 1985, or supply my adjudication services through an entity that is so registered;

(g) have agreed in writing to the Terms and Conditions with Adjudicator, by the signed copy enclosed with this application; and

(h) am not a director, case manager, shareholder, or Advisory Board member of CAA.

1.2 If I do not hold AMINZ associate or fellow status and rely on paragraph (e), I have completed the box below.

CLAUSE 3.6 REQUEST (IF APPLICABLE)	☐ I do not hold AMINZ associate or fellow status, and I ask the Advisory Board to approve my application under clause 3.6. Reasons:

2. Disclosures

2.1 If any of the following applies to me, I give the particulars in the box below: a complaint to NZLS, AMINZ, or another professional body; an adverse disciplinary finding; a bankruptcy or insolvency event; or a criminal charge or conviction.

2.2 If I leave the box blank, I confirm that none of them applies.

DISCLOSURES (IF ANY)	

3. Experience and accreditations

3.1 My membership of other panels and my accreditations, and my experience of arbitration and other dispute resolution:

OTHER PANELS AND ACCREDITATIONS	
ARBITRATION AND OTHER DISPUTE RESOLUTION EXPERIENCE	

4. Referees

4.1 At least two professional referees who can speak to my construction law and adjudication experience. I confirm that each referee has agreed to be contacted by CAA.

REFEREE 1: NAME, POSITION AND ORGANISATION	
REFEREE 1: EMAIL AND TELEPHONE	

REFEREE 1: HOW THE REFEREE KNOWS MY WORK	
REFEREE 2: NAME, POSITION AND ORGANISATION	
REFEREE 2: EMAIL AND TELEPHONE	
REFEREE 2: HOW THE REFEREE KNOWS MY WORK	

5. Enclosures

5.1 I **enclose** a signed copy of the Terms and Conditions with Adjudicator, my current curriculum vitae, evidence of my qualifications and professional memberships, and the completed Schedule of Adjudication Experience at the end of this form. I may also enclose one determination I wrote as adjudicator, with the parties' names and other identifying details removed (see the Schedule).

6. Consent and declaration

6.1 I consent to CAA making inquiries with NZLS and AMINZ, contacting my referees, searching court records, and collecting, holding, and using the information in this application for the purposes of assessing it and, if I am appointed, administering the CAA List, in accordance with the Privacy Act 2020. I also consent to CAA giving this application and the results of those inquiries to the CAA Advisory Board.

6.2 I declare that the information in this application and its enclosures is true, complete, and not misleading. I understand that the Advisory Board makes the final, binding recommendation on appointment, that appointment is at CAA's discretion, and that inclusion on the CAA List does not guarantee nomination to any adjudication.

6.3 I confirm that I hold and maintain professional indemnity insurance appropriate to my practice and to my work as an adjudicator, as required by clause 14.3 of the Terms and Conditions with Adjudicator, and I will provide evidence of it to CAA on request.

6.4 I understand that, if I am appointed, I will complete and return the Adjudicator Details and Website Profile form, which provides my Security Deposit, hourly rate and publication election, website profile, GST details, and bank account for disbursements.

PRIVACY	CAA collects the information in this form to assess your application for the CAA List and, if you are appointed, to administer your appointment. The Director and the CAA Advisory Board will see it. CAA will not

	publish it, except the information you later authorise for the website in the Adjudicator Details and Website Profile Form. CAA keeps this information for as long as it needs it for those purposes, including as a record of the Advisory Board's decision. You may ask to see or correct your personal information by emailing director@nzcaa.co.nz.

SIGNATURE	
NAME	
DATE	

Schedule — Adjudication experience

List at least five adjudications under the Construction Contracts Act 2002 in which you acted as adjudicator, or as counsel for a party. Acting as counsel means acting for the claimant or the respondent in the adjudication itself, by preparing or responding to the adjudication claim. Do not name the parties unless the adjudication is already in the public domain, for example because it led to a published judgment.

NO.	ROLE	YEAR	NATURE OF THE DISPUTE	VALUE BAND	DETERMINATION ISSUED (YES / NO)	RELATED JUDGMENT (CITATION, IF ANY)
1						
2						
3						
4						
5						

Role: adjudicator, counsel for the claimant, or counsel for the respondent.
Value bands: A under $100,000 | B $100,000 to $500,000 | C $500,000 to $2 million | D over $2 million.

Writing sample (optional): if you have acted as adjudicator, you may attach one determination you wrote, with the parties' names and other identifying details removed, provided you can do so consistently with section 68 of the Act.

Declaration: I confirm that this schedule is accurate, and that in completing it I have not disclosed any information in breach of section 68 of the Construction Contracts Act 2002.

Before you send

Before you send this form to director@nzcaa.co.nz, please check that you have included:

- ☐ this form, completed and signed
- ☐ a signed copy of the Terms and Conditions with Adjudicator
- ☐ your current curriculum vitae
- ☐ evidence of your qualifications and professional memberships
- ☐ the Schedule of Adjudication Experience, completed
- ☐ (optional) one redacted determination as a writing sample