

## CONSTRUCTION DISPUTE SUMMARY FORM

(Prepared in line with the Laws of Zambia – Including the Urban and Regional Planning Act No. 3 of 2015, and relevant provisions of the Penal Code, Cap. 87)

**Jurisdiction:** Republic of Zambia

**Document Type:** Construction Dispute Intake Summary

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### A. PARTY SUBMITTING THE COMPLAINT

Full Name / Entity Name \_\_\_\_\_

NRC / Company No. \_\_\_\_\_

Postal Address \_\_\_\_\_

Contact Number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

Role in Project ☐ Client/Owner ☐ Contractor ☐ Subcontractor ☐ Consultant  
☐ Other: \_\_\_\_\_

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### B. DISPUTE DETAILS

Nature of Construction Work \_\_\_\_\_

Project Site Location \_\_\_\_\_

Type of Property ☐ Residential ☐ Commercial ☐ Public Works ☐ Industrial ☐ Other

Contract Value \_\_\_\_\_

Date of Contract \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Execution

Anticipated Completion \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Date

Current Project Status ☐ In Progress ☐ Halted ☐ Completed ☐ Abandoned

## C. SUMMARY OF DISPUTE

Please describe the issue in detail:

Nature of dispute:

- ☐ Non-payment
- ☐ Poor workmanship
- ☐ Breach of contract
- ☐ Delay in performance
- ☐ Unlawful termination
- ☐ Defective materials
- ☐ Health & safety violations
- ☐ Other (specify): \_\_\_\_\_

Brief Facts (Chronology of Events):

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(Attach documents if necessary: contract, invoices, photographs, reports, etc.)

Clauses Allegedly Breached (if applicable):

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## D. PARTIES INVOLVED IN THE DISPUTE

Party Name	Role (e.g., Contractor, Owner, etc.)	Contact Details

## E. GOVERNING CONTRACT & STATUTORY REFERENCES

Please indicate if a written agreement governs this dispute:

- ☐ Yes – attach contract
- ☐ No – based on oral or implied terms

Relevant legal and regulatory frameworks may include:

- Contract Law principles under the Law Reform (Contracts) Act
- Urban and Regional Planning Act No. 3 of 2015
- National Council for Construction Act No. 13 of 2003
- Public Procurement Act (if public project involved)
- Companies Act No. 10 of 2017 (if corporate entities are parties)
- Penal Code Act, Cap. 87 (fraud, criminal negligence)
- Local Authority By-Laws and Zoning Regulations

## F. ATTEMPTS AT RESOLUTION

Have you attempted to resolve this dispute?

- ☐ Yes ☐ No

If yes, specify methods used:

- ☐ Written notice served
- ☐ Internal negotiations
- ☐ Arbitration / Mediation clause invoked

- ☐ National Council for Construction complaint
- ☐ Litigation commenced
- ☐ Other: \_\_\_\_\_

Outcome: \_\_\_\_\_

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## G. DESIRED REMEDY / RELIEF SOUGHT

- ☐ Specific performance
  - ☐ Payment of outstanding dues (amount: ZMW \_\_\_\_\_)
  - ☐ Damages for breach / losses incurred
  - ☐ Termination of contract
  - ☐ Rectification / rework of defective work
  - ☐ Legal opinion or advice
  - ☐ Other (specify): \_\_\_\_\_
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## H. DECLARATION & SIGNATURE

I, the undersigned, confirm that the information provided in this form is true and accurate to the best of my knowledge and made in good faith for the purpose of obtaining legal or regulatory resolution.

Name of Complainant / Agent \_\_\_\_\_

Signature

\_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

**I. FOR OFFICE / LEGAL USE ONLY**

Case Reference No. \_\_\_\_\_

Received By \_\_\_\_\_

Date of Receipt \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Assigned Legal Officer \_\_\_\_\_

Next Steps / Notes \_\_\_\_\_

**J. ATTACHMENTS CHECKLIST**

- ☐ Copy of construction contract
- ☐ Letters/emails exchanged
- ☐ Photos or technical reports
- ☐ Witness statements
- ☐ Invoices/receipts
- ☐ Other relevant documents

Official Stamp (if applicable): \_\_\_\_\_

Signature of Reviewing Official (if submitted to regulator or counsel):

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