[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project number] |

**Re: Use of Partly Completed Works – Clause 35.4 General Conditions of Contract**

The following part/s of the Works namely [Insert identification of part/parts] has / have reached a stage equivalent to Practical Completion.

As you and the Principal cannot agree upon the creation of Separable Portions, I have determined that the said part/s described above, and the balance of the Works shall respectively be Separable Portions, and that Clause 35.4 of the *General Conditions of Contract* shall *a*pply to each Separable Portion.

The proportion of security, retention monies, liquidated damages and / or bonus applicable to each Separable Portion, shall be equivalent to the percentage of value of the work in the respective Separable Portion in relation to the value of the whole of the work under the Contract.

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]