[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 name] |

**Re: Direction under Clause 33.5 to accelerate the performance of the Work under the Contract**

Under Clause 33.5 Acceleration, of the *General Conditions of Contract*, I direct you to accelerate the performance of the work under **[delete as appropriate]** all / part of the Contract to overcome the delay caused by [Insert Reasons for the Delay], for which there is entitlement to an extension of time of [Insert Days] days. The details of the directed acceleration are:

1. Extent of works to be accelerated: **[delete as appropriate]** All / Part of the works, namely: [Insert Works to be Accelerated]
2. Extent of the delay to be recovered by acceleration: [Insert Days] days
3. Extension of time to be granted for the period of delay not to be overcome by acceleration: [Insert Days] days.

If complying with this direction causes you to incur more or less cost than otherwise would have been incurred, the difference shall be valued under Clause 40.5 Valuation, of the *General Conditions of Contract*. You are required to keep detailed records of all costs and methods of acceleration which may be relevant to the valuation. If you fail to accelerate, you may be subject to liquidated damages for late completion.

Yours sincerely

[Insert name]

**Administrator**

[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]