[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: Notice of Intention to Rectify Damage – Clause 14.5.2**

You are reminded of your obligations under Clause 14.5.2 Haulage of Plant and Materials, of the *General Conditions of Contract*, to rectify any damage to surface streets attributable to your operations.

You are hereby notified that, if rectification is not commenced within xx Business Days (Administrator to decide the number of Business Days) of this notice and carried out in an expeditious manner until completed, under the provisions of Clause 14.5.2 of the *General Conditions of Contract*, the work will be carried out by others, and the cost shall be a debt due from you to the Principal.

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]