[Delete before sending. Legal advice must be sought prior to issuing this letter as there could be significant legal consequences. Contact Transport and Main Roads' Prequalification and Contracts Unit via email at [tender\_contracts@tmr.qld.gov.au](mailto:tender_contracts@tmr.qld.gov.au) for more information.]

|  |  |
| --- | --- |
| **Date** | [Insert date] |
| **To** | Contractor |

Dear Insert title

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Notice to Take Works out of the Hands of the Contractor** | |

Reference is made to my letter dated (1) requesting your response to my notice to show cause under Clause 44.4 of the *General Conditions of Contract*.

You have failed to show reasonable cause within the timeframe specified in the letter, and why I should not exercise a right referred to in Clause 44.4.

Under Clause 44.4 (a)(i), I hereby take out of your hands:

(2) the whole of the Work(s) remaining to be completed under the Contract

(2) the following part or parts of the Work(s) remaining to be completed under the Contract:

(3) [type here].

Yours sincerely

[Insert name]

**Principal**

c/c: Administrator  
District Director

|  |
| --- |
| 1. Insert date of the ‘Principal’s Notice to Show Cause’ letter. 2. Delete as appropriate. 3. The part or parts taken out of the Contractor’s hands should be clearly identified.   Note:  Refer to Clauses 44.5 and 44.6 regarding the Principal’s rights where work is taken out of the Contractor’s hands.  ‘Principal’s Notice of Termination of Contract’ should be issued if the Principal wishes to terminate the Contract. |