[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Request that Documents are Suitable |

Under Clause 8.5 of the General Conditions of Contract, I am to supply:

* (1) copies of
* (2), and
* [Insert].

Please advise whether these documents are considered suitable.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert the number to be supplied as specified in Item 13C of the Annexure or, if not so specified, then insert 5. 2. Complete as appropriate for example, Contract, Quality, Environmental, Safety, Traffic Management Plans etc.   Note: This form assumes the Contract requires the Contractor to obtain the Administrator’s direction that the documents are suitable. |