[Insert date]

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

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Request for Approval to Subcontract or Tender [select one] |

Under Clause 9.2 of the *General Conditions of Contract*, [include other relevant clauses] I request your written approval to subcontract or tender [pick one] (1) part of / the whole of works component, namely:

(2) [Insert]

The name and address of the tenderers or proposed subcontractor [pick one] is:

(3) [Insert]

Please let me know immediately if you require any further information.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Delete as appropriate.  Note: As per Clause 9.2 of GCoC, the Contractor shall not subcontract the whole of the Works under the Contract. Under the new BPIC arrangement, the Contractor may be required to obtain approval from the Administrator to sub-tender work. Refer to the Contract and note any special clauses. 2. State the work proposed to be subcontracted. 3. Supply details of the proposed subcontractor. If the proposed subcontractor is registered with the department provide relevant details of the registration. |