[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Contractor’s Extension of Time Claim under Clause 35.5 of the General Conditions of Contract |

I refer to the prior notice of delay given on (1) [type here].

Under Clause 35.5 of the *General Conditions of Contract*, I am claiming an extension of time for Practical Completion (2), based on:

(3) [type here]

The reasons why the extension of time for Practical Completion cannot be quantified at present are:

(4) [type here]

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert date of earlier notice of delay (SL118) if applicable. 2. This form should be used only when it is not possible to claim a specific number of days. A period of days must be claimed in order to trigger the time (20 Business Days) within which the Administrator must respond under Clause 35.5. Use SL122 or SL123 when the number of days to be claimed becomes known. 3. The facts entitling the extension of time should be set out as fully as possible. 4. The Contractor has an obligation to inform the Administrator in respect of the delay and should do so in this regard.   Note:   1. This form presupposes only Notice of Delay (SL118) has been given and the quantified claim for an extension of time is to be made separately at a later date. 2. This form must be given within 20 Business Days after the commencement of the cause of delay occurs. 3. If there are Separable Portions, the Contractor should advise the Administrator the relevant details in respect of each Separable Portion. |