[Insert date]

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

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

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| [Contract no.] |
| [Road name] |
| [Local government name] |
| Prescribed Notice under Clause 46.1 of the General Conditions of Contract |

This claim is for delay costs under Clause 36 of the General Conditions of Contract.

I propose to claim for the following extra costs or expenses resulting from delay to the Works:

1. The claim will be based on the following (1) act/omission/circumstances, namely (2) [type here]
2. The basis of the money claim is Clause 36; the basis of the time claim is Clause 35.5.
3. The (1) amount/estimated amount of the claim (1) is/will be (3) $ [type here].

Supporting information is attached.

I will submit a separate notice regarding extension of time under Clause 35.5.

Yours sincerely

**Contractor**

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| 1. Delete as appropriate. 2. The acts/omissions/circumstances causing delay should be detailed. 3. The amount of the claim or estimate of the claim should be inserted.   Note:   1. SL124 is only a Notice of Claim. SL126 is the actual claim for damages due to delay or disruption. SL124, if relevant, should be served within 20 Business Days after the first day upon which the Contractor could reasonably have been aware of the act or omission. 2. If damages for delay due to breach of Contract are claimed, SL126 should be used and must be served within 20 Business Days of the first day upon which the Contractor could reasonably have been aware of the breach. |