[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 |

I hereby notify you that the Principal has breached the Contract and delayed the progress of the Works. As a result, I hereby give notice under Clause 46.1 of the General Conditions of Contract as follows:

1. The claim will be based on the following (1) breach/act/omission/circumstances which constitute a breach of the Contract, namely (2) [type here]
2. As I have been delayed, the claim for costs is based on Clause 36 of the General Conditions of Contract; the time claim is based on 35.5 of the General Conditions of Contract.
3. The (1) amount/estimated amount of the claim (1) is/will be (3) $ [type here].

I have attached available supporting information. I will forward a separate notice in relation to extension of time under Clause 35.5 of the General Conditions of Contract.

Yours sincerely

**Contractor**

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| 1. Delete as appropriate.
2. The act or delay due to breach of Contract should be itemised.
3. The amount of the claim or estimate of the claim should be inserted.

Note: 1. SL126 is in the form of the prescribed notice required to be given under Clause 46.1. As it is based on a breach of Contract, it must be served on the Administrator not more than 20 Business Days after the first day upon which the Contractor could reasonably have been aware of the breach.
2. If the Contractor knows all the details and the quantification of the claim then these can be inserted.
3. In some Contracts the claim for damages for a delay may be prequantified and the Principal may have written to the Contractor notifying it of delay
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