[Insert date]

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

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| --- |
| Dear [Insert title] |

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

With reference to your letter of (1) [type here].

I hereby notify you that this direction constitutes a variation to the Contract under Clause 40 of the *General Conditions of Contract* for the following reasons (2): [type here].

Attached is a detailed quotation for the Work(s) required (3).

(4) I have enclosed details of my expenses, over and above normal overhead costs incurred in obtaining the measurements and other evidence of costs.

I will send a separate notice (under Clause 35.5 – Extension of time for Practical Completion) about delays arising from the direction.

Yours sincerely

[Insert name]

**Contractor**

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| 1. Identify the date and other details of the direction. 2. Identify reasons why the direction constitutes a variation. 3. Attach as appropriate. 4. Delete as appropriate if the direction (CAL011M) did not require such details.   Note:   1. The Contractor must lodge a separate notice and/or claim for extension of time using the appropriate letters from SL118, 119, 120, 121, 122, and 123. 2. Clause 46.1 provides time requirements which must be strictly observed by the Contractor or it shall not be entitled to make a claim with respect to the direction. |

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