[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Claim for Unfixed Plant and / or Materials (1) |

Under Clause 42.4 of the *General Conditions of Contract*, I am requesting payment for (1) plant / materials delivered to or adjacent to the site, however not yet incorporated in the works, as set out below.

The (1) plant / materials have not been manufactured / supplied (1) prematurely, are separately stored, are labelled as being the property of the Principal, are insured and properly protected. Upon the Principal paying an amount of (2) $ [type here] the items will become the property of the Principal free of any lien, charge or other encumbrance.

The unfixed item(s) of (1) plant / materials is / are (3) [type here].

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Delete as appropriate.
2. Insert amount claimed.
3. Identify the item(s) of plant / materials.

Note:SL131 can only be used where Alternative 1 of Clause 42.4 applies. |