[Insert date]

|  |  |
| --- | --- |
| 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 |

Under Clause 46.1 of the *General Conditions of Contract*, I hereby inform you that the Principal has breached the Contract, and I propose to claim damages as a result.

1. The claim will be based on the following (1) breach / omission / circumstances, namely   
   (2) [type here].
2. The provisions of the Contract and/or bases for the claim is as follows: (3) [type here].
3. The amount or estimated amount of the claim is or will be (4) [type here].

I have attached information in support of this claim (5).

Yours sincerely

**Contractor**

**Encl:**

|  |
| --- |
| 1. Delete as appropriate. 2. Set out details of the breach as fully as possible. 3. Identify under which Clause or Clauses of the Contract the claim is based. 4. The amount, or an estimate of the amount, must be given. 5. Supporting details are not required under the Contract but it is preferable to supply such details.   Note:   1. This notice must be given to the Administrator within 20 Business Days after the first day upon which the Contractor could reasonably be aware of the breach. It should be given as soon as possible. A Contractor should not wait until the next payment claim is due. Refer also to SL139 for a further prescribed notice under Clause 46.1. 2. In addition to SL139 prescribed notices for claims under Clause 34.4 (SL116) and Clause 26 (SL124 and SL126) is also provided. |