[Insert date]

|  |  |
| --- | --- |
| To: | Principal |

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Alternative 1 – Meeting of Chief Executive Officers |

Under Clause 47.3 of the General Conditions of Contract, I am informing you that the dispute referred to in my letter of (1) was not settled at the conference held between the Administrator and myself on (2) [type here].

In accordance with Clause 47.3.1, the chief executive officers are required to attend a conference at least once to attempt to resolve the dispute. I suggest this conference takes place on (2) [type here] commencing at [type here] am/pm.

Following this conference, should a party believe that the dispute cannot be resolved under Clause 47.3.2, the party may by notice in writing to the other party refer such Dispute to arbitration or litigation.

Yours sincerely

**Contractor**

**c/c: Administrator**

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| --- |
| 1. Insert date of SL140 or SL065 as appropriate.
2. Insert date of conference or conferences.

Note:1. Service of SL141 must be delivered either by hand or by registered post.
2. Refer also to SL142A, SL142B, SL143A, SL143B, SL144A, SL144B, and SL145 for similar notices where a party asserts the other party is not making reasonable efforts to resolve the dispute and as a consequence wishes to refer the dispute to the next stage or to arbitration or litigation.
3. If there are several notices of dispute, it is advisable to serve a separate notice for each dispute.
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