[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Approval for Haulage of Plant and Materials |

In accordance with Clause 14.5.2 of the *General Conditions of Contract*, I hereby submit approval details from the relevant Authorities for haulage of (1) plant / materials over State and/or local authority controlled roads and streets, along nominated routes.

The attachments are (2) [type here].

Yours sincerely

**Contractor**

**Encl:**

|  |
| --- |
| 1. Delete as appropriate 2. Insert details of attached approvals. |