[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Permission to Use Contractor’s Design – Clause 8.6.8**

Under Clause 8.6.8 of the *General Conditions of Contract*, I give you permission to use your Design for the construction and/or installation of the relevant part of the Defined Part.

Your submitted Design consists of Construction Drawings [Insert Drawing Numbers], Construction Specifications [Insert Specification Identities] and [Insert Other Details].

The relevant part of the Defined Part consists of [Insert Details].

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending

1. The Administrator is to either give written permission to use the relevant Contractor’s Design for the construction of the Defined Part, or if not given, give the Contractor brief reasons for withholding permission.
2. Upon the expiration of the relevant 10 Business Day period, if the Administrator has not responded to the Contractor as provided in Clause 8.6.11 of the GCoC then the Administrator shall be deemed to have given permission to use the relevant Contractor’s Design for the construction of the Defined Part.]

[Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]