[Insert date]

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

|  |
| --- |
| Dear [Insert title] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Claim for Extra Cost Due to Latent Condition |

Under Clause 12.3 of the *General Conditions of Contract*, I hereby claim the Latent Condition set out in the notice dated (1) [Insert] has caused delays.

To meet the contract requirements, we have had to carry out additional Work(s), use additional construction plant and incur extra cost.

Accordingly, we claim the sum of $ [Insert amount] for the additional Work(s), use of additional construction plant. and extra costs as valued under Clause 40.5. The details are as follows:

(2) and (3) [Insert].

A separate claim has been made for an extension of time to the Date for Practical Completion (4).

Yours sincerely

[Insert name]

**Contractor**

|  |
| --- |
| 1. Insert date of SL105 notice. 2. Complete as much as possible. If Separable Portions apply, provide details as appropriate. 3. It is desirable the details of these items and costs be supplied with this notice. 4. Use this sentence only when an EOT claim is made.   Note:   1. Note the time bar in Clause 12.4. 2. It is considered appropriate to lodge a separate claim for extension of time in order that the appropriate endorsements are made for this letter and the EOT claim under Clause 35.5. |