[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] |
| Claim as a Consequence of a Requirement of an Authority |

Under Clause 14.2 of the *General Conditions of Contract*, I hereby notify you that the requirement set out below is a change in a requirement referred to in Clause 14.1, items (a) and (b) made after the 10th Business Day prior to the closing of tenders.

This requirement necessitates a change in the (1) Temporary Works / Contractor’s method of work. This will cause an increase to our costs more than we could reasonably have anticipated at the time of tendering. Under the provisions of Clause 14.2, we request the difference to be valued under Clause 40.5 of the *General Conditions of Contract*.

|  |  |  |
| --- | --- | --- |
| Details of the Requirement | Particulars of Change | Increased Costs Claimed |
| (2) [Insert] | [Insert] | $[Insert] |

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Delete as appropriate. 2. Complete as appropriate.   Note:  This is in three forms (SL108, SL109, SL110), all due to changes which occur after the appropriate period prior to close of tenders. SL109 is relevant to Clause 14.2. |