[Insert date]

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

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Contractor’s Notice of Delay and Extension of Time Claim under Clause 35.5 of the General Conditions of Contract |

This is to inform you that the work under the Contract has been delayed by:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Event(s): | (1) | [type here] |
|  | Cause of Delay: | (1) | [type here] |
| (2) | Extent/Likely Extent of Delay: | (1) | [type here] |

Accordingly, I am claiming an extension of time for Practical Completion of (3) [type here] days (facts would have been provided in Cause of Delay above)

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Complete as appropriate as fully as possible. Where possible, the Contractor should refer to the Approved Program or, where appropriate the Short Term Rolling Program.
2. Delete as appropriate.
3. Actual number of days to be claimed must be stated in order to start the 20 Business Days period within which the Administrator must respond.

Note:1. This form combines a notice of delay and an application for extension of time. Whilst they may be given separately, if possible, both can be combined in one form and a specific number of days claimed as indicated.
2. This is a Contractor’s form. Where the Principal may delay the Contractor’s work, SL063 should be completed by the Principal.
3. This notice must be given within 20 Business Days after the delay occurred. If the period of the extension of time cannot be given, use SL119.
4. This form is suitable for Contracts with only one Date for Practical completion (no Separable Portions). If there are Separable Portions each time claim should specify the extension of time claimed for each Separable Portion (refer to SL119 as an example).
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