[Insert date]

|  |  |
| --- | --- |
| To: | Principal |

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Alternative 1B – Issues Resolution Advisor (full Contract duration) |

Under Clause 47.2 of the *General Conditions of Contract*, I hereby inform you the dispute referred in my letter of (1) was not settled at the meeting held between the Principal's Representative, the Administrator and myself on (2) [type here].

In accordance with Clause 47.3.5, the Issue Resolution Advisor is required to attend a meeting to resolve the dispute within 10 Business Days after the service of the Notice of Dispute. I suggest this meeting takes place on (2) [type here] commencing at [type here] am / pm.

Following this meeting, should a party believe the dispute cannot be resolved within 10 Business Days after the service of the Notice of Dispute, under Clause 47.3.2 the chief executive officers shall confer at least once to attempt to resolve the dispute.

Yours sincerely

**Contractor**

**c/c: Administrator**

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| --- |
| 1. Insert date of SL140 or SL065 as appropriate. 2. Insert date of conference or conferences.   Note:   1. Service of SL143A must be effected either by hand or by registered post. 2. Refer also to SL143B which progresses to the next stage of dispute resolution under Alternative 1B. 3. If there are several notices of dispute, it is advisable to serve a separate notice for each dispute. |