[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Submission of Workshop Drawings |

In accordance with Clause 8.7 of the *General Conditions of Contract*, I submit, for a direction as to their suitability under Clause 8.5 of the *General Conditions of Contract*, the following workshop drawings (1).

|  |  |
| --- | --- |
| **Drawing no.** | **Title** |
| [insert drawing number] | [insert drawing title] |
| [insert drawing number] | [insert drawing title] |
| [insert drawing number] | [insert drawing title] |
| [insert drawing number] | [insert drawing title] |

The Administrator’s notification as to suitability is required no later than (2) [type here].

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert details of drawings submitted. 2. Insert date either 10 Business Days later or as per Item 13D of Annexure A to the GCoC. |