[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Direction for Extension of Time for Practical Completion – Clause 35.5 General Conditions of Contract**

In accordance with Clause 35.5 of the *General Conditions of Contract* I extend the time for Practical Completion by [Insert days] days.

|  |  |
| --- | --- |
| Original date for Practical Completion | [Insert date] |
| Previously approved Extensions of Time | [Insert number of days] days |
| This approved Extension of Time | [Insert number of days] days |
| Total approved Extension of Time | [Insert number of days] days |
| Revised Date for Practical Completion | [Insert date] |

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]

[Delete before sending

1. The Administrator must decide on the claim within 20 Business Days of receipt of a claim for an extension of time which claims a specific number of days and must supply reasons to the Contractor in writing also within that time if the application is either not granted in full or refused, otherwise the Principal may be exposed to damages (refer to the last paragraph of Clause 35.5 of the General Conditions of Contract).
2. The Administrator must advise the Contractor of the extension of time granted (or not granted) to each Separable Portion even if the Contractor has been specific in its claim].