THIS LETTER TO BE ISSUED TO CONTRACTOR

[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: Certificate of Practical Completion – Clause 42.5**

I refer to your letter dated [Insert date], requesting that I issue the Certificate of Practical Completion.

In accordance with Clause 42.5 of the *General Conditions of Contract*, I hereby certify that the Date of Practical Completion of the Works is [Insert date].

In accordance with Clause 37of the *General Conditions of Contract*, the Defects Liability Period is [Insert time period], and commences on the above Date of Practical Completion and will conclude on [Insert date]. You are reminded of your obligations during the Defects Liability Period as stated in Clause 37 of the *General Conditions of Contract*.

As of the Date of Practical Completion, I have compiled a list of defects and omissions in the work under the Contract and are listed below. As this list was compiled on [Insert date], there may be some items which have already been addressed. Other defects and omissions in the work under the Contract that may be detected during the Defects Liability Period will be advised.

You are requested to rectify the omissions and defects listed below as soon as possible, but no later than [Insert date] which is the end of the Defects Liability Period.

The list of the omissions and defects of the work under the Contract is as follows [Delete before sending. Add or delete as required]:

* Roadworks Defect List
* Bridgeworks Defect List
* Electrical Defects List
* Traffic Signal Defect List
* Government policy and Legislative reporting (including waste reporting)
* As‑Constructed Drawings / models
* Other survey information.

You are also advised that before the Final Certificate can be issued, all your obligations under the Contract must be met. When all obligations have been met and I have received your Final Claim (within 20 Business Days after the expiration of the Defects Liability Period), in accordance with Clause 42.8, I will prepare the Final Certificate.

Yours sincerely

[Insert name]

Administrator

THIS LETTER TO BE ISSUED TO THE RMPC CONTRACTOR

[Insert date]

The Chief Executive Officer / Operations Manager

[Insert Shire Council or RoadTek Business Unit]

[Insert address line 1]

[Insert address line 2]

Dear

**Advice of Completion of Contract**

OPPM No. : Contract No. CN-

: ,

I refer to my previous letter dated [Insert date] advising works under contract located between awarded to .

Practical Completion for this Contract has been achieved as of [Insert date]. Maintenance obligations are now returned to the RMPC Contractor as of this date [with the exception of xxx (Delete before sending. Mowing / weeding and so on.)which will remain the Contractor’s responsibility until [Insert date] (Delete before sending. Delete / amend as necessary]*.*

The Defects Liability Period will continue until [Insert date]. If you become aware of possible defects in the work during this period, please advise .

Yours sincerely

*for* [Insert name]

**District Director ([Insert district name]** **District)**

C/c:

**Principal** – [Insert name]

[Insert address line 1]

[Insert address line 2]

Please note that Practical Completion was granted as of the date above.

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

B/c:

Administrator’s Representative – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

Inspector – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

Administration Officer – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

Program Reporting Officer – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

**ARMIS Coordinator** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

Principal Engineer (Routine Maintenance) – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

Maintenance Provider – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information. Please note the date from which you assume maintenance responsibility under the RMPC.

Manager (Guardrail Services) – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information. Please arrange for the new / upgraded guardrail to be entered into the database.

Business Coordinator (Permit System Management) – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information and necessary action to advise the transport industry (wide loads) of possible lane width restrictions have been removed

[Insert name]

Administrator

[Insert date]