[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: Notice of Defective Materials or Work – Clause 30.6**

Under Clause 30.6 Defective Materials or Work, of the General Conditions of Contract, I notify you that the following materials or work are not in accordance with the Contract namely [Insert Defective Materials or Work, including any contract reference]. [Delete before sending. Delete as appropriate] I direct you to remove the material from the Site. I direct you to demolish the work. I direct you to reconstruct, replace or correct the material or work. I direct you to not to deliver the material or work to the Site.

Furthermore, I direct you to commence the [Delete before sending. Delete as appropriate] removal / demolition / reconstruction / replacement / correction of the defective material / work by no later than [Insert date] and complete the direction by no later than [Insert date].

If you fail to remove / demolish / replace / correct defective materials / work identified in this notice by the date / dates specified, the Principal, at the expiration of five Business Days after you receive this notice, intends to have the defective materials / work removed / demolished / replaced / corrected by others at your cost.

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 more information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For more information.

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

[Insert address line 1]

[Insert address line 2]

For more information.

[Insert name]

**Administrator**

[Insert date]