THIS LETTER TO BE ISSUED TO CONTRACTOR

|  |  |
| --- | --- |
| **Date** | [type here] |
| **To** | Contractor |

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Notice Giving Possession of the Site** | |

Under Clause 27.1 of the *General Conditions of Contract*, I hereby notify you that possession of the following areas of the Site will be available as follows:

Area (1) [type here].

Date Possession is Available (2) [type here].

The Contractor (insert Contractor's name) will be responsible for the specific maintenance activities listed on the attached document as per the additional Clause 12.4 (TIC-CO) or Clause 5 (MIC-CO) of Clause Bank until the date of Practical Completion.

Yours sincerely

[type here]

**Principal**

c/c: Administrator  
District Director

|  |
| --- |
| 1. Describe area(s). 2. Insert date of possession of site.   Note: Please also refer to the time requirements as stated in Item 24A of the Annexure to the General Conditions of Contract. |

**Contract No. OPPM No.**

**Contractor Maintenance Responsibilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | Site vegetation and plantings | Yes | X | No |  |
| B | Mow grassed areas | Yes | X | No |  |
| C | Clean drains | Yes | X | No |  |
| D | Maintain existing pavement(s) | Yes | X | No |  |
| E | Maintain completed pavement(s) | Yes | X | No |  |
| F | Maintain lighting | Yes | X | No |  |
| G | Maintain Intelligent Transport Systems (ITS) | Yes | X | No |  |
| H | Maintain pavement markings | Yes | X | No |  |

Applicable maintenance activities are:

1. maintain existing and new site vegetation and plantings including grassed areas by, without limitation, watering, weeding, mulching, spraying and fertilising
2. mow any grassed areas within the Site within one week of the height of such grass exceeding 200 mm, and trim any trees or shrubs likely to cause a safety problem for road users
3. ensure that all culverts, channels, table drains, catch drains and other waterways and subsoil drains within the Site are kept clear of any obstructions
4. maintain the existing pavement(s) within the Site to no lesser standard than existed at the time possession was granted to the Contractor, and ensure its safety for all road users
5. maintain the completed pavement(s) that is part of the Works
6. maintain existing and new route, ramp and intersection lighting within the Site
7. maintain existing and new ITS and traffic signals within the site, and
8. maintain pavement markings within the Site.

The Contractor shall not be responsible for repairs to road infrastructure required because of collateral road crash damage or vandalism.

THIS LETTER TO BE ISSUED TO THE RMPC CONTRACTOR

[Insert Date]

The Chief Executive Officer / Operations Manager

[Insert Shire Council or RoadTek Business Unit]

Dear

**Advice of Works Under Contract**

**OPPM No. : Contract No CN-**

**: ,**

For information, please note that contract which involves has been awarded to Contractor with Possession of Site granted from .

The Contractor will be responsible for the specific maintenance activities listed on the attached document until the date of Practical Completion which is estimated to be early .

Also attached are a set of project plans for your records.

Yours sincerely

*for* XXXX XXXXX

**District Director (XXXXXXXX)**

Encl ()

**Contract No. OPPM No.**

**Contractor Maintenance Responsibilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | Site vegetation and plantings | Yes | X | No |  |
| B | Mow grassed areas | Yes | X | No |  |
| C | Clean drains | Yes | X | No |  |
| D | Maintain existing pavement | Yes | X | No |  |
| E | Maintain completed pavement | Yes | X | No |  |
| F | Maintain lighting | Yes | X | No |  |
| G | Maintain ITS | Yes | X | No |  |
| H | Maintain pavement marking | Yes | X | No |  |

Applicable maintenance activities are:

1. maintain existing and new site vegetation and plantings including grassed areas by, without limitation, watering, weeding, mulching, spraying and fertilising
2. mow any grassed areas within the Site within one week of the height of such grass exceeding 200 mm, and trim any trees or shrubs likely to cause a safety problem for road users
3. ensure that all culverts, channels, table drains, catch drains and other waterways, including subsoil drains within the Site are kept clear of any obstructions
4. maintain the existing pavement(s) within the Site to no lesser standard than existed at the time possession was granted to the Contractor and ensure its safety for all road users
5. maintain the completed pavement(s) that is part of the Works
6. maintain existing and new route, ramp and intersection lighting within the Site
7. maintain existing and new ITS and traffic signals within the site, and
8. maintain pavement markings within the Site.

The Contractor shall not be responsible for repairs to road infrastructure required because of collateral road crash damage or vandalism.