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

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Notice of Dispute** |

Under Clause 47.1 of the *General Conditions of Contract*, I hereby notify you that a dispute has arisen under the Contract between us. The dispute concerns (1) [type here] and details are (2) [type here].

The Principal's Representative, Administrator and Contractor's Representative are required by Clause 47.2 to attend a meeting within five Business Days after service of this notice, to attempt to resolve the dispute. I suggest this meeting takes place on (3) [type here] commencing at [type here] am / pm.

Yours sincerely

[type here]

**Principal**

c/c: Administrator

Delete before sending

|  |
| --- |
| 1. Identify the nature of the dispute.
2. Details of the dispute must be stated or attached.
3. Complete details as appropriate. The date inserted must not be later than 5 Business Days after service of this notice.

Note:1. Service of this notice must be effected either by hand or by certified mail.
2. A copy of the notice of dispute must also be served on the Administrator by hand or by certified mail.
3. The alternative applying for dispute resolution is given in Item 43A of Annexure A to the GCoC.
4. Legal advice should be sought where appropriate.
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