[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Claim for Payment as a Result of Fee Change |

Under Clause 14.1 of the *General Conditions of Contract*, and in accordance with Clause 14.2, I am notifying you that the following changes have occurred in (1) Municipal / Public / Statutory fees for (2) [type here] after the 10th Business Day prior to close of Tenders. Accordingly, I ask that the change in fees be valued under Clause 40.5 as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Municipal or Statutory Fee | (3) | $ [type here] |
| 2. | Fee 10th Business Day Prior to Close of Tenders | (3) | $ [type here] |
| 3. | Fee Paid | (3) | $ [type here] |
| 4. | Difference Claimed | (3) | $ [type here] |

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Delete as appropriate. 2. Insert the purpose or type of fee concerned, as appropriate. 3. Insert appropriate amounts.   Note:  This is in three forms (SL108, SL109, SL110), all due to changes which occur after the appropriate period prior to close of Tenders. |