[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice of Error in Setting Out |

Under Clause 28.5 of the General Conditions of Contract, I am notifying you of an error in setting out, as follows:

|  |  |  |
| --- | --- | --- |
| Details of Error: | (1) | [type here] |

The error resulted from incorrect or incomplete information provided under the Contract. Accordingly, I am claiming the cost of rectifying the error, valued in accordance with Clause 40.5 of the General Conditions of Contract:

|  |  |  |
| --- | --- | --- |
| Details of the amount claimed are: | (2) | [type here] |

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Complete as appropriate.
2. Refer to note. If the claim is not quantified at the time of the notice then state that quantification will follow.

Note:If the error is due to a breach of the Contract, the notice of claim for any costs due to this error must be made under Clause 46 by the lodgement of a prescribed notice within 20 Business Days after the first day upon which the Contractor could reasonably be aware of the breach (refer to SL138). If the setting out information was provided by an Administrator’s direction, a prescribed notice under Clause 46 must be lodged within 20 Business days after the first day upon which the Contractor could reasonably have become aware of the entitlement to make a claim. SL112 assumes the error is not due to either of these events. |