[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Contractor’s Notice of Possible Delay under Clause 35.5 of the General Conditions of Contract |

This is to hereby notify you the work under Contract (1) has been / may be delayed by:

|  |  |  |
| --- | --- | --- |
| Event(s): | (2) | [type here] |
| Cause of Delay: | (2) | [type here] |
| Possible Delay: | (2) | [type here] |

OR

The extent of the delay cannot be determined at this time. I will advise you of extent claimed as soon as possible.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Delete as appropriate.
2. Complete as appropriate as fully as possible.

Note:1. This form is only a notice of delay and must be given within 10 Business Days of it becoming evident that work under the Contract may be delayed. The delay does not have to be a delay in reaching Practical Completion and it may be a delay for which the Contractor has no entitlement to an extension of time, for example, a Contractor caused delay.
2. If possible (if it is appropriate), claim an extension of time also (refer to SL119 and SL120, Clause 35.5).
3. This is a Contractor’s form. Where a Principal may delay the Contractor’s work, SL063 should be completed by the Principal.
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