[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Contractor’s Notice of Delay and Claim for Extension of Time under Clause 35.5 of the General Conditions of Contract |

I hereby notify you that the work under the Contract has been delayed by:

|  |  |  |
| --- | --- | --- |
| Event(s): | (1) | [type here] |
| Cause of Delay: | (1) | [type here] |
| Possible Delay: | The extent of the delay cannot be determined at this time. I will advise you of extent claimed as soon as possible. | |

We are claiming an extension of time for Practical Completion. The facts upon which this claim is based are (1) [type here].

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Complete as appropriate as fully as possible.   Note:  This form combines a notice of delay and an application for extension of time. Whilst they may be given separately, if possible, both can be combined in the one form. The notice must be given promptly and certainly no later than 10 Business Days of it becoming evident that work under the Contract may be delayed. This form presupposes that the extent of the delay is not known. However Clause 35.5 requires an application for an extension of time to be made within 20 Business Days even if the full extent of the delay is not known (refer also to Note (b) on SL120). If the extension of time required is known, use SL120. |