[Insert date]

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

|  |
| --- |
| Dear [Insert title] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice by Contractor of Approaching Practical Completion. |

Under Clause 42.5 of the *General Conditions of Contract*, I hereby notify you that Contract Works are likely to reach Practical Completion on (1) [type here].

Yours sincerely

[Insert name]

**Contractor**

|  |
| --- |
| 1. Insert date   Note:   1. This notice must be given by the Contractor at least 10 Business Days before the likely Date of Practical Completion. SL133 should be issued when Practical Completion is achieved. 2. Where the Contract contains Separable Portions, then the Contractor must give notice for each Separable Portion. |