[Insert date]

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| To: | Principal |

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| Dear [Insert title] |

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| [Contract no.] |
| [Road name] |
| [Local government name] |
| Contractor’s Notice to Show Cause |

**This is a notice under Clause 44.7 of the** General Conditions of Contract**.**

The Contractor hereby notifies the Principal that the Principal has committed a substantial breach of the Contract in that:

(1) The Principal has failed to make a payment in breach of Clause 42.1 (2) [type here].

(1) The Administrator has failed to issue a Certificate of Practical Completion in breach of Clause 42.5 (2) [type here].

(1) The Administrator has failed to give the Contractor reasons, in writing, why the Administrator has not issued the Certificate of Practical Completion within 10 Business Days of a request by the Contractor for such reasons, in breach of Clause 42.5 (2) [type here].

(1) The Principal failed to provide evidence of insurance in breach of Clause 21.1 (2) [type here].

(1) The Principal failed to give possession of sufficient of the site for a period in excess of the period stated in Item 42A, of Annexure A (2) [type here].

The Contractor requires the Principal to show cause in writing as to why the Contractor should not exercise the right referred to in Clause 44.9 to suspend the whole or any part of the Work(s) in accordance with that clause.

Unless the Principal, by 4pm on (3) [Insert date] by notice in writing addressed to the Contractor at (4) [type here], shows cause why the Contract should not be suspended, the Contractor may suspend the whole or part of the Work(s) under the Contract.

Take further notice that if the Work(s) or part of the Work(s) are suspended and the said breach is not remedied within 20 Business Days after such suspension, the Contractor may by further notice terminate the Contract.

Yours sincerely

[Insert name]

**Contractor  
c/c: Administrator**

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| 1. Delete as appropriate. 2. Details of each breach should be provided as appropriate. 3. This date must be more than five clear Business Days after service of the Notice on the Principal. Note Clause 7 regarding the requirements of service of notices. 4. A place, usually the Contractor’s address, must be stated.   Note:   1. Great care must be taken in drafting a Show Cause Notice and legal advice should be sought where appropriate. 2. If damages are to be claimed as a result of the suspension an appropriate notice under Clause 46.1 must be issued within 20 Business Days after the first day upon which the Contractor could reasonably have been aware of the breach (refer to SL138). |