[Insert date]

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| To: | Administrator |

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Prescribed Notice under Clause 46.1 of the General Conditions of Contract |

Under Clause 46.1 of the *General Conditions of Contract*, I wish to inform you I have incurred additional cost(s) and/or expense(s) as a result of your direction / approval as detailed below. I intend to lodge a claim as a result.

1. The claim will be based on the following (1) direction / approval / circumstances, namely
(2) [type here].
2. The provisions of the Contract and/or bases for the claim is as follows: (3) [type here].
3. The amount or estimated amount of the claim is or will be (4) [type here].

I have attached details in support of this claim.

I will submit a separate notice in relation to the extension of time as per Clause 35.5.

Yours sincerely

**Contractor**

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| 1. Delete as appropriate.
2. Set out details of the Administrator’s direction or approval. Refer to sub-paragraph (b) in Clause 46.1.
3. Identify under which Clause or Clauses of the Contract the claim is based.
4. The amount, or an estimate of the amount, must be given.
5. Supporting details are not required but it is preferable to supply such details as are available

Note:1. Refer to SL138 for a Contractor’s prescribed notice for breach of Contract (refer also to notes to SL138).
2. This notice must be given to the Administrator within 20 Business Days after the first day on which the Contractor could reasonably have become aware of the entitlement to make a claim. It is desirable the notice be given as soon as possible. A Contractor should not wait until the next payment claim is due. Refer also to SL138 for a further prescribed notice under Clause 46.1.
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