[Insert date]

|  |  |
| --- | --- |
| To: | Principal |

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Alternative 2 – Dispute Resolution Board |

Under Clause 47.3.2 of the *General Conditions of Contract*, I hereby inform you the dispute referred to in my letter of (1) was not settled at the meeting held between the Principal's, the Administrator and myself on (2) [type here].

In accordance with Clause 47.3.9, the Dispute Resolution Board is required to attend a meeting to resolve the dispute within 10 Business Days after the service of the Notice of Dispute. I suggest this meeting takes place on (2) [type here] commencing at [type here] am / pm.

Following this meeting, should a party believe the dispute cannot be resolved within 10 Business Days after the service of the Notice of Dispute, under Clause 47.3.10 the chief executive officers shall confer at least once to attempt to resolve the dispute.

Yours sincerely

**Contractor**

**c/c: Administrator**

|  |
| --- |
| 1. Insert date of SL140 or SL065 as appropriate. 2. Insert date of conference or conferences.   Note:   1. SL144A must be delivered either by hand or by registered post. 2. Refer also to SL144B which progresses to the next stage of dispute resolution under Alternative 2. 3. If there are several notices of dispute, it is advisable to serve a separate notice for each dispute. |