[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Satisfaction of Private Landowner / Occupier (GCoC Clause 27.2.3) |

In accordance with Clause 27.2.3 of the *General Conditions of Contract*, I have attached a copy of the statement of satisfaction from the landowner and occupier for any damage that occurred to the land which may have arisen from my operations has been adequately repaired or otherwise compensated by me.

The attachments are (1) [Insert].

Yours sincerely

**Contractor**

**Encl:**

|  |
| --- |
| 1. Insert details of attached approvals. |