

Index of Standard Letters

Current letters as at 30 September 2025

Administrator's letters

Number	Title
CAL001M	Appointment of Administrator's Representative – Clause 24
CAL002M	Supply of Bitumen
CAL003M	Advice Regarding Bitumen Sprayed
CAL004M	Suitability of Contract Plans Quality Plan (Clause 30.3 GCoC), Environmental Management Plan (Clause 15.7 GCoC), Work Health and Safety Management Plan (Clause 15.3 GCoC), Traffic Management Plan (Clause 15.5 GCoC), and Community Liaison Plan (Clause 15.6 GCoC): Direction as to Suitability – Clause 8.5 (GCoC)
CAL005M	Construction Program – Clause 33.4
CAL006M	Prescribed Notice under Clause 46.1
CAL007M	Administrator's Notice under Clause 46.2
CAL008M	Direction to Vary the Work – Clause 40.1
CAL009M	Request for a Variation for the Convenience of Contractor – Clause 40.4
CAL010M	Notice of Proposed Variation – Clause 40.2
CAL011M	Pricing the Variation – Clause 40.3
CAL012M	Direction to Perform Daywork – Clause 41
CAL013M	Contractor's Notice of Latent Condition – Clause 12.2
CAL014M	Use of partly completed Works – Clause 35.4
CAL015M	Contractor's Extension of Time Claim for Practical Completion – Clause 35.5
CAL017M	Direction for Extension of Time for Practical Completion – Clause 35.5
CAL018M	Liquidated Damages for delay in reaching Practical Completion – Clause 35.6
CAL020M	Potential Application of Liquidated Damages for delay in reaching Practical Completion – Clause 35.6
CAL021M	Release of Securities
CAL022M	Notice of Appointment of Inspector – Clause 22
CAL023M	Valuation of Variation and Extension of Time for Practical Completion – Clauses 40.5 and 35.5
CAL024M	Certificate of Practical Completion – Clause 42.5

Number	Title
CAL024aM	Certificate of Practical Completion – Clause 42.5 and Reduction of Security and Retention Monies – Clause 5.8
CAL024bM	Final Certificate – Clause 42.8 and Release of Securities – Clause 5.9
CAL025M	Practical Completion has not been Reached – Clause 42.5
CAL026M	Notice to Clean up the Site – Clause 38
CAL027M	Notice to Rectify Defects – Clause 37
CAL028M	Final Certificate – Contractor – Clause 42.8
CAL029M	Final Certificate – Principal – Clause 42.8
CAL030M	Notice of Termination of Administrator’s Representative – Clause 24
CAL031M	Notice of Objection of Contractor’s Representative – Clause 25
CAL032M	Notice to Remove Person – Clause 26
CAL033M	Notice of Removal of Materials and Constructional Plant – Clause 29.4
CAL034M	Notice of Defective Materials or Work – Clause 30.6
CAL035M	Notice that Principal Proposes to Rectify Defective Materials or Work – Clause 30.6
CAL036M	Notice of Tests – Clause 31.4
CAL037M	Notice of Suspension of Work – Clause 34.1
CAL038M	Correction of Payment Certificates – Clause 42.2
CAL039M	Permission to use Contractor’s Design – Clause 8.6.8
CAL040M	Permission not given to use Contractor’s Design – Clause 8.6.9
CAL041M	Notice of Acceptance of Defective Material or Work – Clause 30.8
CAL042M	Recommencement of Work – Clause 34.3
CAL043M	Acceleration of the performance of the Work – Clause 33.5
CAL044	Notice of Intention to Provide Urgent Protection – Clause 39
CAL045	Administrator’s Notice under Clause 46.2
CAL047	Decision Regarding Request to Erect Contractor’s Advertising – Clause 27.8.2
CAL048M	Notice of Intention to Carry Out Maintenance Work – Clause 12.4
CAL049M	Notice of Intention to Rectify Damage – Clause 14.5.2
CAL050M	Notice of Erection of Project Signs – Clause 27.8.1
CAL051M	Notice that a Rolling Program is Required – Clause 33.4.9
CAL052M	Workshop Drawings Suitability – Clause 8.7
CAL053M	Provisional Sums – Clause 11

Number	Title
CAL054	Notice of Environmental Compliance Audit
CAL055	Certificate of MRTS16 Establishment / Monitoring Period

Principal's letters

Number	Title
SL040	Notice of Principal's Intention to have Recourse to Security and Retention Moneys - Clause 5.6
SL041	Notice of Principal's Intention to have Recourse to Moneys held in Security - Clause 5.6
SL042	Notice of Principal's Intention to have Recourse to Subcontractor Payment Security (GCoC Clause 5.6)
SL043	Notice of Ambiguity of Discrepancy in the Contract Documents - Clause 8.2
SL045	Deed of Novation (GCoC Clause 10.2)
SL046	Notice to provide Evidence of Insurance (GCoC Clause 21)
SL047	Notice of Potential Insurance Claim - Clause 21.4
SL051	Notice Giving Possession of the Site - Clause 27.1
SL061	Notice to Take Works out of the Hands of the Contractor - Clause 44.4
SL062	Principal's Notice of Termination of Contract - Clause 44.4
SL063	Principal's Notice of Delay - Clause 35.5
SL064	Principal's Notice to Show Cause - Clauses 44.2 and 44.3
SL065	Principal's Notice of Dispute - Clauses 47.1 and 47.2
SL066	Principal's Notice Referring Dispute to Chief Executive Officers (Alternative 1A) - Clause 47.3.1)
SL067A	Principal's Notice Referring Dispute to Issue Resolution Advisor - when required (Alternative1A) - Clause 47.3.1
SL067B	Principle's Notice Referring Dispute to Chief Executive Officers (Alternative 1A) - Clause 47.3.2
SL068A	Principal's Notice Referring Dispute to the Issues Resolution Advisor - Full duration (Alternative 1B) - Clause 47.3.8
SL068B	Principle's Notice Referring Dispute to Chief Executive Officers (Alternative 1B) - Clause 47.3.6)
SL069A	Principal's Notice Referring Dispute to the Dispute Resolution Board (Alternative 2) - Clause 47.3.9

Number	Title
SL069B	Principal's Notice Referring Dispute to the Chief Executive Officers (Alternative 2) – Clause 47.3.11
SL070	Principal's Notice Referring Dispute to Arbitration / Litigation – Clause 47

Contractor's letters

Number	Title
SL080	Proof of Insurance (Alternative 1) – Clause 21.1
SL100	Notice of Omission of Item from Schedule of Rates (Annexure B, Commercial Framework) – Clause 3
SL101	Confidentiality Agreement – Clause 8.9
SL102	Substitution of Securities for Retention Monies – Clause 5.3
SL103	Contractor's Request that Documents are Suitable – Clause 8.5
SL104	Request for Approval to Subcontract – Clause 9.2
SL105	Notice of Latent Condition – Clause 12.2
SL106	Statement of Measures to Overcome Latent Conditions – Clause 12.2
SL107	Claim for Extra Cost due to Latent Condition – Clause 12.3
SL108	Request for Variation as a Consequence of a Requirement of an Authority – Clause 14.1
SL109	Claim as a Consequence of a Requirement of an Authority – Clause 14.2
SL110	Claim for Payment as a Result of Fee Change – Clause 14.2
SL111	Request to Confirm Oral Direction – Clause 23
SL112	Notice of Error in Setting Out – Clause 28.5
SL113	Notice When Information / Materials are Required – Clause 33.1
SL114	Contractor's Request for Suspension of Work under the Contract – Clause 34.2
SL115	Notice of Recommencement of Work – Clause 34.3
SL116	Notice of Claim for Cost of Suspension and Prescribed Notice under Clause 46.1 – (Clauses 34.4 and 46.1)
SL117	Notice of Commencement of Work – Clause 35.1
SL118	Contractor's Notice of Delay – Clause 35.5(a)
SL119	Contractor's Notice of Delay and Claim for Extension of Time (days not stated) – Clause 35.5

Number	Title
SL120	Contractor's Notice of Delay and Claim for Extension of Time (days stated) – Clause 35.5
SL121	Contractor's Claim for Extension of Time (days not stated) – Clause 35.5
SL122	Contractor's Claim for Extension of Time (days stated) – No Separable Portions – Clause 35.5
SL123	Contractor's Claim for Extension of Time (days stated) – Where Separable Portions Exist – Clause 35.5
SL124	Notice of Claim for Delay Costs – Clauses 36 and 46.1
SL126	Claim for Damages due to Delay – Clauses 36 and 46.1
SL127	Notice of Variation – Clause 46.1
SL128	Contractor's Prescribed Notice of Breach of the Contract – Clause 46.1
SL129	Claim for Daywork – Clause 41
SL130	Claim for Payment – Clause 42.1
SL130A	Claim for Payment – Checklist – Clause 42.1
SL131	Claim for Unfixed Plant or Materials – Clause 42.4 (Alternative 1)
SL132	Notice by Contractor of Approaching Practical Completion – Clause 42.5
SL133	Notice of Practical Completion – Clause 42.5
SL134	Final Payment Claim – Clause 42.7
SL135	Contractor's Notice to Show Cause – Clauses 44.7 and 44.8
SL136	Notice of Suspension of Work Following Failure to Show Cause – Clause 44.9
SL137	Contractor's Notice of Termination of Contract – Clause 44.10
SL138	Contractor's Prescribed Notice of Breach of the Contract – Clause 46.1
SL139	Contractor's Prescribed Notice of Breach of the Contract for Extra Cost or Expense due to Administrator's Direction or Approval – Clause 46.1
SL140	Contractor's Notice of Dispute – Clause 47.1 and 47.2
SL141	Contractor's Notice – Meeting of Chief Executive Officers (Alternative 1, GCoC Clauses 47.3.1)
SL142A	Contractor's Notice – Referring Dispute to Issue Resolution Advisor When Required (Alternative 1A) – Clause 47.3.4
SL142B	Contractor's Notice – Referring Dispute to Chief Executive Officers (Alternative 1A) – Clause 47.3.2
SL143A	Contractor's Notice – Referring Dispute to Issues Resolution Advisor – full Contract duration (Alternative 1B) – Clause 47.3.8

Number	Title
SL143B	Contractor's Notice – Referring Dispute to Chief Executive Officers (Alternative 1B) – Clause 47.3.6
SL144A	Contractor's Notice – Referring Dispute to the Dispute Resolution Board (Alternative 2) – Clause 47.3.9
SL144B	Contractor's Notice – Referring Dispute to Chief Executive Officers (Alternative 2) – Clause 47.3.11
SL145	Contractor's Notice – Referring Dispute to Arbitration / Litigation – Clause 47
SL150	Notice of Traffic Changes Required (GCoC Clause 15.5 and MRTS02)
SL151	Notice Regarding Prestart Conference (GCoC Clause 4.2)
SL152	Date for Supply of Principal Supplied Material (GCoC Clause 29.7)
SL153	Notification of Deficiencies of Material Supplied by the Principal (GCoC Clause 29.7)
SL154	Notice of Damage to Principal Supplied Material (GCoC Clause 29.7)
SL155	Submission of Workshop Drawings (GCoC Clause 8.7)
SL156	Notice of Relocation of Survey Mark (GCoC Clause 28.3)
SL157	Request to Erect Contractor's Advertising (GCoC Clause 27.8.2)
SL158	Approval to Enter Adjoining Private Land (GCoC Clause 27.2.3)
SL158A	Satisfaction of Private Land Owner / Occupier (GCoC Clause 27.2.3)
SL159	Approval for Haulage of Plant and Materials (GCoC Clause 14.5.2)
SL160	Appointment of Replacement Contractor's Designer (GCoC Clause 8.6.4)
SL161	Deemed Permission to use Contractor's Design (GCoC Clause 8.6.11)