

Standard Letters Index

Number	Title	Number	Title
Administrator's letters			
CAL001M	Appointment of Administrator's Representative	CAL027M	Notice to Rectify Defects
CAL002M	Supply of Bitumen	CAL028M	Final Certificate – Contractor
CAL003M	Advice Regarding Bitumen Sprayed	CAL029M	Final Certificate – Principal
CAL004M	Plan Suitability	CAL030M	Notice of Termination of Administrator's Representative
CAL005M	Construction Program	CAL031M	Notice of Objection of Contractor's Representative
CAL006M	Prescribed Notice under Clause 46.1	CAL032M	Notice to Remove Person
CAL007M	Administrator's Notice under Clause 46.2	CAL033M	Notice Not to Remove Materials or Construction Plant
CAL008M	Direction to Vary the Work	CAL034M	Notice of Defective Materials or Work
CAL009M	Request for a Variation for the Convenience of Contractor	CAL035M	Notice Principal Proposes to rectify Defective Materials or Work
CAL010M	Notice of Proposed Variation under Clause 40	CAL036M	Notice of Tests
CAL011M	Pricing the Variation	CAL037M	Notice of Suspension of Work
CAL012M	Direction to Perform Daywork	CAL038M	Correction of Payment Certificates
CAL013M	Contractor's Notice under Clause 12.2 – Notice of Latent Condition	CAL039M	Permission to use Contractor's Design
CAL014M	Direction on Separable Portions	CAL040M	Permission not given to use Contractor's Design
CAL015M	Contractor's Extension of Time Claim under Clause 35.5	CAL041M	Notice of Acceptance of Defective Material or Work
CAL017M	Direction to Extend Time for Practical Completion	CAL042M	Recommencement of Work
CAL018M	Liquidated Damages	CAL043M	Accelerate the performance of the Work under the Contract
CAL020M	Potential Application of Liquidated Damages	CAL044	Notice of Intention to Provide Urgent Protection
CAL021M	Release of Securities	CAL045	Administrator's Notice under Clause 46.2
CAL022M	Notice of Appointment of Inspector	CAL047	Decision Regarding Request to Erect Contractor's Advertising
CAL023M	Valuation of Variation and Extension of Time	CAL048M	Notice of Intention to Carry Out Maintenance Work
CAL024M	Certificate of Practical Completion	CAL049M	Notice of Intention to Rectify Damage
CAL024aM	Practical Completion and Reduction of Security	CAL050M	Notice of Erection of Project Signs
CAL024bM	Final Certificate and Release of Securities	CAL051M	Notice that a Rolling Program is Required
CAL025M	Practical Completion has not been reached	CAL052M	Workshop Drawings Suitability
CAL026M	Notice to Clean up the Site	CAL053M	Provisional Sums

Number	Title	Number	Title
Contractor's letters			
SL100	Notice of Omission of Item from Schedule of Rates	SL131	Claim for Unfixed Plant or Materials
SL101	Confidentiality Agreement	SL132	Notice by Contractor of Approaching Practical Completion
SL102	Substitution of Securities for Retention Moneys	SL133	Notice of Practical Completion
SL103	Contractor's Request that Documents are Suitable	SL134	Final Payment Claim
SL104	Request for Approval to Subcontract	SL135	Contractor's Notice to Show Cause
SL105	Notice of Latent Condition	SL136	Notice of Suspension of Work Following Failure to Show Cause
SL106	Statement of Measures to Overcome Latent Conditions	SL137	Contractor's Notice of Termination of Contract
SL107	Claim for Extra Cost due to Latent Condition	SL138	Contractor's Prescribed Notice of Breach of the Contract
SL108	Request for Variation as a Consequence of a Requirement of an Authority	SL139	Contractor's Prescribed Notice of Breach of the Contract – extra costs
SL109	Claim as a Consequence of a Requirement of an Authority	SL140	Contractor's Notice of Dispute
SL110	Claim for Payment as a Result of Fee Change	SL141	Contractor's Notice – Meeting of Chief Executive Officers (Alt 1)
SL111	Request to Confirm Oral Direction	SL142A	Contractor's Notice – Referring Dispute to Contract Leadership Team
SL112	Notice of Error in Setting Out	SL142B	Contractor's Notice – Referring Dispute to Chief Executive Officers (Alt 2)
SL113	Notice when Information-Materials are Required	SL143A	Contractor's Notice – Referring Dispute to Issues Resolution Advisor
SL114	Contractor's Request for Suspension of Work	SL143B	Contractor's Notice – Referring Dispute to Chief Executive Officers (Alt 3)
SL115	Notice of Recommencement of Work	SL144A	Contractor's Notice – Referring Dispute to Dispute Resolution Board
SL116	Notice of Claim for Cost of Suspension	SL144B	Contractor's Notice – Referring Dispute to Chief Executive Officers (Alt 4)
SL117	Notice of Commencement of Work	SL145	Contractor's Notice – Referring Dispute to Arbitration-Litigation
SL118	Contractor's Notice of Delay	SL150	Notice of Traffic Changes Required
SL119	Contractor's Notice of Delay and Claim for Extension of Time (days not stated)	SL151	Notice Regarding Prestart Conference
SL120	Contractor's Notice of Delay and Claim for Extension of Time (days stated)	SL152	Date for Supply of Principal Supplied Material
SL121	Contractor's Claim for Extension of Time (days not stated)	SL153	Notification of Deficiencies of Principal Supplied Material
SL122	Contractor's Claim for Extension of Time (days stated)	SL154	Notice of Damage to Principal Supplied Material
SL123	Contractor's Claim for Extension of Time (days stated) – separable portions	SL155	Submission of Workshop Drawings
SL124	Notice of Claim for Delay Costs	SL156	Notice of Relocation of Survey Mark
SL126	Claim for Damages Due to Delay	SL157	Request to Erect Contractor's Advertising
SL127	Claim for Variation of Costs	SL158	Approval to Enter Adjoining Private Land
SL128	Notice of Variation	SL158A	Satisfaction of Private Land Owner-Occupier
SL129	Claim for Daywork	SL159	Approval for Haulage of Plant and Materials
SL130	Claim for Payment	SL160	Appointment of Replacement Contractors' Designer
SL130A	Claim for Payment – Checklist	SL161	Deemed Permission to use Contractor's Design

Number	Title	Number	Title
<i>Principal's letters</i>			
SL040	Notice of Principal's Intent to have Recourse to Securities	SL064	Principal's Notice to Show Cause
SL041	Notice of Principal's Intent to have Recourse to Moneys held in Security	SL065	Principal's Notice of Dispute
SL042	Notice of Principal's Intent to have Recourse to Subcontractor Security	SL066	Principal's Notice referring Dispute to Chief Executive Officers – Alt 1
SL043	Notice of Ambiguity of Discrepancy in Contract Documents	SL067A	Principal's Notice referring Dispute to Contract Leadership Team
SL045	Deed of Novation	SL067B	Principal's Notice referring Dispute to Chief Executive Officers – Alt 2
SL046	Notice to Provide Evidence of Insurance	SL068A	Principal's Notice referring Dispute to Issues Resolution Advisor
SL047	Notice of Potential Insurance Claim	SL068B	Principal's Notice referring Dispute to Chief Executive Officers – Alt 3
SL051	Notice Giving Possession of Site	SL069A	Principal's Notice referring Dispute to Dispute Resolution Board
SL061	Notice to Take Works out of the Hands of the Contractor	SL069B	Principal's Notice referring Dispute to Chief Executive Officers – Alt 4
SL062	Principal's Notice of Termination of Contract	SL070	Principal's Notice referring Dispute to Arbitration-Litigation
SL063	Principal's Notice of Delay	SL080	Proof of Insurance