[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Contractor’s Extension of Time Claim for Practical Completion – Clause 35.5 General Conditions of Contract**

I refer to your letter dated [Insert date] about your claim for an Extension of Time for Practical Completion requested under Clause 35.5 of the *General Conditions of Contract*.The claim is in relation to [Insert details]. I grant an Extension of Time for Practical Completion equivalent to your claim that is [Insert days] days.

**Or:**

I grant an Extension of Time for Practical Completion to the extent of only [Insert days] days for the following reasons:

* [Insert reasons].

**Or:**

I do not grant an Extension of Time for Practical Completion for the following reasons:

* [Insert reason].

|  |  |  |
| --- | --- | --- |
|  | **Separable portions** | |
| **1** | **2** |
| Original date for Practical Completion | [Insert date] | [Insert date] |
| Previously approved Extension of Time | [Insert dates] days | [Insert dates] days |
| This approved Extension of Time | [Insert dates] days | [Insert dates] days |
| Total approved Extension of Time | [Insert dates] days | [Insert dates] days |
| Revised Date for Practical Completion | [Insert date] | [Insert date] |

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]

[Delete before sending:

1. The Administrator must decide on the claim within 20 Business Days of receipt of a claim for an extension of time which claims a specific number of days and must supply reasons to the Contractor in writing also within that time if the application is either not granted in full or refused, otherwise the Principal may be exposed to damages (refer to the last paragraph of Clause 35.5 of the General Conditions of Contract).
2. The Administrator must advise the Contractor of the extension of time granted (or not granted) to each Separable Portion even if the Contractor has been specific in its claim.]