[Insert date]

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

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

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Statement of Measures to Overcome Latent Conditions |

In response to your request of (1) [Insert], I advise as follows:

The Latent Condition(s) encountered is (2) [Insert].

This Latent Condition differs materially from the physical conditions which should reasonably have been expected in that (2) [Insert].

The additional work and resources estimated to be necessary to deal with this Latent Condition(s) are (2) [Insert].

An estimate of the time to deal with the Latent Condition(s) and any delay in reaching the Date for Practical Completion is (2) [Insert].

An estimate of cost of measures to deal with the Latent Condition(s) is (2) [Insert].

Yours sincerely

**Contractor**

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| --- |
| 1. Insert date of Administrator’s request given under Clause 12.2
2. Complete as fully as possible. If Separable Portions apply, provide appropriate details

Note: 1. SL105 has been submitted, the Administrator has the right to require certain information specified under Clause 12.2 (refer CAL01M). SL106 is a response to such request. SL107 should be submitted as soon as possible, if appropriate.
2. Clause 46 exempts Clause 12.3 from the requirement for a Contractor to give a prescribed notice under the Clause if a claim is to be made. SL107 is a suitable form of notice of claim.
3. Clause 35.5 also requires an extension of time to be applied for within 20 Business Days (see SL107).
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