[Insert date]

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

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Contractor’s Extension of Time Claim under Clause 35.5 of the General Conditions of Contract |

I refer to the (1) prior notice of delay / prior claim for extension of time given on (2) [type here].

Under Clause 35.5 of the *General Conditions of Contract*, I am claiming an Extension of Time for Practical Completion of (3) [type here] days. The facts upon which the claim is based are: (4) [type here].

Yours sincerely

**Contractor**

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| --- |
| 1. Delete as appropriate (refer to SL118 or SL121).
2. Insert date of SL118 or SL121 as the case may be.
3. A period of days must be claimed in order to start the 20 Business Days time period within which the Administrator must respond under Clause 35.5.
4. The facts entitling the extension of time should be set out as fully as possible.

Note:This form must be given within 20 Business Days after the delay occurs and should be used where either SL118, 119 or 121 has not claimed a specific period of days. |