[Insert date]

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

|  |
| --- |
| Dear [Insert title] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice of Practical Completion. |

Under Clause 42.5 of the *General Conditions of Contract*, I hereby notify you that Practical Completion of the work(s) was reached on (1) [Insert date] and therefore request that you issue a Certificate of Practical Completion.

Yours sincerely

[Insert name]

**Contractor**

|  |
| --- |
| 1. Insert date

Note:SL132 must be given at least 10 Business Days before the likely Date of Practical Completion whereas SL133 is required to be given by the Contractor after Practical Completion has been achieved. The Administrator has 10 Business Days within which to respond to SL133. |