[Insert date]

|  |  |
| --- | --- |
| To: | Principal |

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

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

Under Clause 47.1 of the *General Conditions of Contract*, I hereby notify you that a dispute has arisen under the Contract between us. The dispute concerns (1) [type here] and details are (2) [type here].

The Administrator and Contractor’s Representative, including yourself, are required by Clause 47.2 to attend a meeting within five Business Days after service of this notice to attempt to resolve the dispute. I suggest this meeting takes place on (3) [type here] commencing at [type here] am / pm.

Yours sincerely

**Contractor**

**C/c: Administrator**

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| --- |
| 1. Identify the nature of the dispute. 2. Details of the dispute must be stated or attached. 3. Complete details as appropriate.   Note:   1. Service of this notice must be effected either by hand or by registered post. 2. A copy of the notice of dispute must also be served on the Administrator by hand or by registered post. 3. The alternative applying for dispute resolution is given in Item 43A of Annexure A to the GCoC. 4. Where Alternative 1 of Clause 47.3 has been specified under the Contract, the form of notice of dispute should be in or to the effect of SL141. 5. Legal advice should be sought where appropriate. 6. Refer to SL142A, SL142B, SL143A, SL143B, SL144A, SL144B and SL145 for further notices appropriate to other Alternatives. 7. This is a Contractor’s notice. See SL065 for a form of Principal’s notice of dispute. |