

Name of Contractor	Information Required Sub-Clause 1.9 First Notification	Document No.:	
		Page No.:	1 of 1
		Revision:	00
		Date:	

Project Name: _____ Project No.: _____
 Requested by: _____ Ref.: _____
 Designation: _____ Date: _____

SUBJECT / AREA:

Attention: The Engineer

The Contractor hereby gives notice under Sub-Clause 1.9 of the Conditions of Contract that the Works are likely to be delayed or disrupted if the following necessary drawing or instruction is not issued to the Contractor within the time stated.

Please advise the Contractor as to any specific records you wish us to keep and the form of mitigation that you require.

1. **The necessary drawing or instruction is:**
2. **The reason why the drawing or instruction is necessary is:**
3. **The reasonable time by which the above is required is:**
4. **The above is required by the stipulated time because if the drawing or instruction is not provided by that time, progress on the following activities will be delayed or disrupted.**
 - a)
 - b)
 - c)
5. **The nature of the delay/disruption likely to be suffered is:**
6. **The amount of the delay/disruption likely to be suffered is:**

Should the Engineer fail to issue the notified drawing or instruction by [insert date from no.3 above] and the Contractor suffers delay and/or incurs Cost as a result, the Contractor shall give further notice to the Engineer in terms of Sub-Clause 1.9, and thereafter another notice pursuant to Sub-Clause 20.1, and shall be entitled to an extension of time for any such delay and payment of any such Cost plus reasonable profit, which shall be included in the Contract Price.

SIGNED BY:	DESIGNATION:	DATE:
RECEIVED BY:	DESIGNATION:	DATE: