

# FORM 1

## COMMENCEMENT NOTICE

(Condition 17 of the General Conditions of **QBCC Level 2 Renovation, Extension and Repair Contract**)

**NOTE TO CONTRACTOR:** This notice must be given to the Owner within 10 business days of commencement of the contracted work on Site.

**To: (Owner/s)** \_\_\_\_\_  
*(insert name and postal address of Owner/s)*

**From: (Contractor)** \_\_\_\_\_  
*(insert name and business address of Contractor)*

**Site address:** \_\_\_\_\_

### NOTICE

**In accordance with Condition 17 of the General Conditions of the Contract we advise:**

The **date** on which **work** under the Contract **commenced on Site** was: \_\_\_\_\_  
*(day) / (month) / (year)*

The **Date for Practical Completion** (stated in, or calculated in accordance with, Schedule Item 7) is: \_\_\_\_\_  
*(day) / (month) / (year)*

**SIGNED:** \_\_\_\_\_  
*(Contractor/Contractor's Representative to sign here)* \_\_\_\_\_  
*(day) / (month) / (year)*

### NOTE TO OWNER

The Date for Practical Completion is subject to extensions of time authorised under this Contract.



## OWNER'S ACKNOWLEDGEMENT OF RECEIPT OF COMMENCEMENT NOTICE

**From: (Owner/s)** \_\_\_\_\_  
*(insert name and postal address of Owner/s)*

**To: (Contractor)** \_\_\_\_\_  
*(insert name and business address of Contractor)*

**Site address:** \_\_\_\_\_

I/we acknowledge receipt of your Commencement Notice dated: \_\_\_\_\_  
*(day) / (month) / (year)*

advising that work under the Contract commenced on Site on: \_\_\_\_\_  
*(day) / (month) / (year)*

and that, subject to extensions of time authorised under the Contract,  
the Works will reach Practical Completion on: \_\_\_\_\_  
*(day) / (month) / (year)*

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_  
*(Owner/Owner's Representative to sign here)* \_\_\_\_\_  
*(day) / (month) / (year)*

### NOTE TO OWNER

Please complete and promptly post back to the Contractor a signed copy of this acknowledgement section.

When both parties have completed this form, Contractor to retain original and give 2 legible copies to Owner.