

FORM 1 COMMENCEMENT NOTICE

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

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: _____ DATED: _____ / _____ / _____
(day) (month) (year)
(Contractor/Contractor's Representative to sign here)

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

Retain the original of the entire Commencement Notice for your files.
Please complete and promptly return to the builder a signed copy of this acknowledgement section.