P54B – NOTICE OF APPOINTMENT OF SUPERINTENDENT

(Clause 20)

DATE:  [INSERT DATE OF NOTICE]

TO CONTRACTOR: [INSERT CONTRACTOR NAME]

PROJECT NAME: [INSERT PROJECT/CONTRACT NAME]

CONTRACT No.: [INSERT CONTRACT NUMBER]

The Contractor is notified that from [INSERT TIME WHEN NEW SUPERINTENDENT WILL TAKE OVER] on [INSERT DATE WHEN NEW SUPERINTENDENT WILL TAKE OVER] (**Change Over Time**), [INSERT NAME OF EXISTING SUPERINTENDENT] will be removed as Superintendent and [INSERT NAME OF REPLACEMENT SUPERINTENDENT] will be appointed as Superintendent.

[INSERT NAME OF REPLACEMENT SUPERINTENDENT]’s telephone number is [INSERT PHONE NUMBER].

For the purpose of clause 7 of the General Conditions of Contract, after the Change Over Time, the Superintendent’s address(es) for the service of notices and other documents will be:

Address: [INSERT ADDRESS]

Email address: [INSERT EMAIL ADDRESS].

|  |  |
| --- | --- |
| Signed by the Principal: | |
|  |  |
| Signature |  |
|  |  |
| Name |  |
|  |  |
| Date |  |

|  |  |
| --- | --- |
| [REMOVE BEFORE SENDING] Notes: | |
| a) | If the Superintendent is a corporation, the role and functions of the Superintendent should be carried out by one or more Superintendent’s Representatives, who must be duly appointed by the Superintendent pursuant to clause 21 of the Standard. |
| b) | If an individual is named as Superintendent, that individual may be described by title or rank rather than by name, so that the individual holding that title or rank for the time being will be Superintendent under the Contract. See definition of Superintendent in clause 20 of the Standard. |
| c) | As to service of Form P54B refer to clause 7. |