C57A – REQUEST FOR APPROVAL TO CHANGE A KEY PERSON

(Clause 23A)

DATE: [INSERT DATE OF NOTICE]

TO SUPERINTENDENT: [INSERT SUPERINTENDENT NAME]

PROJECT NAME: [INSERT PROJECT/CONTRACT NAME]

CONTRACT No.: [INSERT CONTRACT NUMBER]

The Contractor requests the Superintendent’s written approval to change the key personnel by removing [INSERT NAME OF EXISTING KEY PERSONNEL] and replacing with [INSERT NAME OF REPLACEMENT KEY PERSONNEL] from [INSERT TIME WHEN NEW KEY PERSONNEL WILL TAKE OVER] on [INSERT DATE WHEN NEW KEY PERSONNEL WILL TAKE OVER].

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

For the purpose of clause 7 of the General Conditions of Contract, [INSERT NAME OF KEY PERSONNEL]’s address(es) for the service of notices and other documents will be:

Address: [INSERT ADDRESS]

Email address: [INSERT EMAIL ADDRESS].

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