# Notify whether the Works have reached Completion

## User guidance

Guidance for preparing and using the Mini Minor Works (MMW) standard form including clause commentary and Sample letters, is provided on the buy.nsw website: [https://info.buy.nsw.gov.au/resources/mini-minor-works.](https://info.buy.nsw.gov.au/resources/mini-minor-works)

Refer also to:the guide notes provided at the end of this sample letter.

Instructions in the sample text below have been highlighted in yellow. If highlighting is not visible, go to File/ Options then click on the Display tab, tick the ‘show highlighter marks’ check box and click the OK button. These letters also contain options. Guidance on the options is provided in red text. Delete all red text and highlighting after drafting the letter..

## Sample text for letter to the Contractor

Below are two options which may apply:

* Use Option 1 when the Principal does not consider that Completion has been reached.
* Use Option 2 when the Principal considers that Completion has been reached.

## Option 1 – when the Principal does not consider that Completion has been reached.

|  |
| --- |
| » insert the dateThe Contractor,» insert the name of the ContractorABN » insert the Contractor’s ABN» insert the Contractor’s address Attention: » insert the name of the Contractor’s nominated representative**» insert the Contract nameContract No. » insert the Contract No.**Response to notification of CompletionI refer to your notification dated » insert the date of the Contractor’s notification that the work under the above Contract has reached Completion.I do not consider that this work has reached Completion because:* » insert details of the reasons for this determination and/or refer to an attached list of Defects and omissions.

Please rectify these issues and advise when the rectification is complete. Yours sincerely,» insert the name of the Authorised PersonAuthorised Person |

## Option 2 – when the Principal considers that Completion has been reached.

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| --- |
| » insert the dateThe Contractor,» insert the name of the ContractorABN » insert the Contractor’s ABN» insert the Contractor’s addressAttention: » insert the name of the Contractor’s nominated representative **» insert the Contract nameContract No. » insert the Contract No.**Notice of CompletionInclude the following paragraph only if the contractor has advised that completion has been reached. Otherwise delete.I refer to your notification dated » insert the date of the Contractor’s notification that the Works have reached Completion.This is notice that the work under the above Contract reached Completion on » insert the date on which Completion was reached. Include the following paragraph if the contract includes a Post completion Period. Otherwise delete.Please note that the Post Completion Period commences on » insert the date on which Completion was reached.Yours sincerely,» insert the name of the Authorised PersonAuthorised Person |

## Guide Notes

1. Refer to the definition of Completion in Clause 1 of the General Conditions of Contract to determine whether the work has reached Completion.
2. Use Option 2 if the Contractor has not provided notification but the work under the Contract has reached Completion.