**Annex 9.1 Contractor’s Preliminary Notice of Force Majeure Event**

**1. Introduction**

 1.1 This template should be submitted to the Commissioner if an unplanned event occurs due to circumstances or events beyond the reasonable control of the contractor that could have a detrimental impact on service provision.

 1.2 Notification should normally be provided to the Commissioner within three working days of its occurrence.

 1.3 The template should be typed to ensure legibility and emailed (or hand delivered) to the Commissioner to avoid the possibility of its being lost in the post.

 1.4 The Commissioner will record that the event has happened and provide the contractor with an acknowledgment letter, a template for which is provided in Annex 10.2.

 1.5 No evidence is required at the preliminary advice stage.

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| **Force majeure - Notification of an unplanned event** |
| **Date notified:** |  |
| **Practice address:** |  |
| **Contract number:** |  |

I/we refer to the force majeure provisions in our contract and write to notify you that as a result of the unplanned event detailed below it may not be possible to deliver the services required by the contract.

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| **Date(s) of event** |  |
| **Description of event** |  |
| **Action being taken to mitigate loss of service** |  |