# Introduction

## This template must be submitted to the Commissioner should an unplanned event occur due to circumstances or events beyond the reasonable control of the contractor that could have a detrimental impact on service provision and may result in underperformance as at year end.

## Notification must be provided to the Commissioner within three working days of its occurrence.

## The template should be typed to ensure legibility and emailed to the Commissioner as well as being served in accordance with the notice provisions of the contract to avoid the possibility of it being lost in the post.

## 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 2.

## No evidence is required at the preliminary advice stage but may be required later.

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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 activity required by the contract.

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