Notification of Forthcoming Asset Handover

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| Delivering party | Receiving party |
| From: |  | To: |  |
| Position: |  | Position: |  |
| Organisation: |  | Organisation: |  |
| Date: |  |  |  |
| Signed for and on behalf of <insert name of delivering party>: |  | Document Ref: |  |
| cc:  |  | cc:  |  |

<Insert name of delivering party> herewith provides notice to <Insert name of receiving party>, advising the forthcoming handover in which TfNSW will hand over the control of the assets listed in Item 3 to <Insert name of receiving party> for their operation. The handover is planned to take place on the date and time set out in Item 4. <Insert name of receiving party> is required to provide its relevant insurances in respect of the assets taken over from this date and time.

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| Item 1: Program/Project title |
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| Item 2: Stage |
| Stage |  | of |  | stage(s) (State which stage and the total number of stages) |

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| Item 3: Description of the assets to be handed over |
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| Item 4: Planned time and date of asset handover |
| It is planned that assets contained in Item 3 above will become the responsibility of <insert name of receiving organisation>  |
| on the  | *(day)* | day of | *(month)* |  | *(year)* | at | *(time)* | h |  | min |

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| Item 5: TfNSW contact information |
| TfNSW contact person and telephone number are listed if further information is required. |
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| *(Name)* |  | *(Position)* |  | *(Contact number)* |

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| Item 6: Conditions or outstanding matters requiring agreement or action by the receiving party |
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| Item 7: Events or conditions required before asset handover such as training of personnel |
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| Item 8: Additional notes |
| <Delete this line and use this space for continuation of aforementioned aspects or to provide information relevant to the forthcoming handover> |