

CONTRACT SUMMARY AND KEY DATES

The signed contract on one page in plain words — it does not replace the contract

SUMMARY — COMMERCIAL FILE

KD-CA-KD-008 Rev A0

THIS SUMMARY DOES NOT REPLACE THE CONTRACT. It is our own digest of the signed contract, in plain words. Where the two differ, the contract governs — read the clause before acting on any line, and check the amendments: they change the standard form.

1 THE CONTRACT

PROJECT / CONTRACT REF	PROJECT	DATE	PREPARED BY
CLIENT / EMPLOYER (PARTY)	CONTRACTOR (PARTY)	OUR ROLE	CONTRACT ADMINISTRATOR / AGENT
FORM AND EDITION	AMENDMENTS	CONTRACT DATE / EXECUTED AS	OUR DESIGN RESPONSIBILITY

2 MONEY

CONTRACT SUM £	RETENTION RATE %	RETENTION RELEASE	FLUCTUATIONS / ADVANCE PAYMENT
INTERIM VALUATION DATES / DUE DATES	PAYMENT NOTICE DUE	PAY LESS NOTICE BY	FINAL DATE FOR PAYMENT
LIQUIDATED DAMAGES RATE	CAP ON DAMAGES	FINAL ACCOUNT: WHO PREPARES, BY WHEN	

3 TIME

DATE OF POSSESSION / START	DATE FOR COMPLETION	SECTIONS AND SECTIONAL DATES	RECTIFICATION PERIOD
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4 INSURANCE, BONDS AND WARRANTIES

WORKS INSURANCE OPTION	PROFESSIONAL INDEMNITY	PERFORMANCE BOND / OTHER SECURITY	WARRANTIES / THIRD PARTY RIGHTS
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5 NOTICES AND DISPUTES

NOTICE ADDRESS — OTHER PARTY	NOTICE ADDRESS — US	METHOD ALLOWED
DISPUTE NOTIFICATION / NEGOTIATION	ADJUDICATOR / NOMINATING BODY	LAW / JURISDICTION ALSO NOTE

A party to a construction contract has the right to refer a dispute arising under the contract to adjudication (Housing Grants, Construction and Regeneration Act 1996 — HGCRA 1996 s.108(1)). Part II of the Act does not apply to a contract with a residential occupier — one principally about work on a dwelling that one of the parties occupies or intends to occupy as their home (HGCRA 1996 s.106) — though the contract itself may still give the right. This summary is written for contracts under the law of England and Wales: Scotland has its own default Scheme for construction contracts, and Northern Ireland its own legislation on construction contract payment and adjudication — check the rules that apply if the contract is under either. The payment notices are KD-PAY-PN-003 and KD-PAY-PL-004, and every payment cycle's dates go on KD-PAY-PT-006.

6 KEY DATES DIARY — ENTER EACH DATE, THE CLAUSE, AND THE REMINDER

POSSESSION / START ON SITE	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
PROGRAMME TO BE SUBMITTED	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
EVIDENCE OF INSURANCE DUE	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
BOND / SECURITY TO BE DELIVERED	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
WARRANTIES TO BE DELIVERED	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)

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FIRST INTERIM VALUATION DATE	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
SECTIONAL COMPLETION DATE(S)	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
DATE FOR COMPLETION	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
EXTENSION OF TIME DECISION DUE	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
PRACTICAL COMPLETION (ACTUAL)	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
END OF RECTIFICATION PERIOD	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
RETENTION RELEASES — FIRST / FINAL	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)
FINAL ACCOUNT / STATEMENT DUE	CLAUSE	REMINDER SET FOR	WHO ACTS	DONE (DATE)

AMENDMENTS THAT CHANGE THE STANDARD POSITION

7 WHERE EACH TOPIC SITS IN THE JCT 2024 FORMS

TOPIC	JCT SBC 2024	JCT DB 2024	JCT MW 2024
Giving notices	1.7	1.7	1.6
Possession or start, and putting it back	2.4 (deferment 2.5)	2.3 (deferment 2.4)	2.2
Delay notices and more time	2.27 to 2.29	2.24 to 2.26	2.7
Practical completion	2.30	2.27	2.9
Liquidated damages	2.32	2.29	2.8
Defects and making good	2.38 and 2.39	2.35 and 2.36	2.10 and 2.11
Monthly payments, applications and payment notices	4.8 to 4.12	4.7 to 4.10	4.3 to 4.6
Suspension for non-payment	4.13	4.11	4.8
Retention	4.17 to 4.19	4.16 to 4.18	—
Loss and expense	4.20 to 4.23	4.19 to 4.22	—
Final account and final payment	4.25 and 4.26	4.24	4.9
Insurance of the works	6.7 and Schedule 3	6.7 and Schedule 3	5.4 to 5.6
Performance bond or other security	7.3	7.3	—
Forms of advance payment, off-site materials and retention bonds	Schedule 6	Schedule 6	—
Warranties and rights for funders, buyers and tenants	7.4 to 7.11 and Schedule 5	7.4 to 7.11 and Schedule 5	—
Early notice of disputes and talks	9.1	9.1	7.1
Adjudication	9.3	9.3	7.3

Clause numbers are taken from the contents pages JCT publishes for the JCT Standard Building Contract 2024 (With Quantities and Without Quantities editions), the JCT Design and Build Contract 2024 and the JCT Minor Works Building Contract 2024. Check them against the contract you signed, its edition and its amendments; a subcontract has its own numbering. A dash means the contents page has no separate heading for that topic — it is not proof the contract is silent on it: read the contract itself.

Prepared from the signed contract and its amendments, and checked line by line against them by a second person. Re-issue this summary when the contract is varied or an extension of time is given.

PREPARED BY	DATE	CHECKED AGAINST THE SIGNED CONTRACT BY	DATE

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.