

LOSS AND EXPENSE NOTIFICATION

Initial notification of the matter, what will follow, and the update log

NOTICE — SERVE AS THE CONTRACT SAYS

KD-CA-LE-006 Rev A0

THE CONTRACT GOVERNS. Whether loss and expense is recoverable, and whether this notification is effective, depends on the contract: the matters it pays for, when notification must be given, what must follow and how often, and the address and method for notices. Check them before you send this. This notification is not a claim for a sum and does not by itself entitle you to one. Take advice where money or liability is at stake.

Our first written notification that regular progress is being, or is likely to be, materially affected by a matter we believe the contract pays for, and that we have incurred or are likely to incur loss and/or expense as a result. Send it as soon as the effect is apparent; do not wait until the cost is known. Then send what the contract requires — supporting information, an assessment, and updates — at the intervals it requires; the log in section 6 is laid out month by month. Delay to completion is a separate notice on KD-CA-ND-005; the value of a change itself is on KD-CA-VQ-002 and KD-CA-VR-001. The JCT Minor Works Building Contract 2024 contents page has no loss and expense heading: under that form read the contract and take advice before notifying. If you are late notifying, do not assume nothing can be done — the SBC and DB forms have a clause keeping the contractor's other rights and remedies (in the table); take advice.

TOPIC	JCT SBC 2024	JCT DB 2024	JCT MW 2024
Loss and expense — the entitlement	4.20	4.19	—
Loss and expense — notifying and assessing	4.21	4.20	—
The matters that qualify	4.22 (Relevant Matters)	4.21 (Relevant Matters)	—
Adding the amount to the price	4.23	4.22	—
The contractor's other rights and remedies kept	4.24	4.23	—
Telling the other side about a delay (a separate notice)	2.27	2.24	2.7
How notices must be given	1.7	1.7	1.6

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.

1 THE NOTIFICATION

PROJECT / CONTRACT REF		PROJECT		DATE	PREPARED BY
OUR COMPANY		OTHER PARTY		CONTRACT FORM AND EDITION	OUR ROLE
NOTICE NO.	DATE OF NOTICE	CONTRACT CLAUSE RELIED ON		METHOD OF SERVICE	
TO — NAME AND ROLE		ADDRESS FOR NOTICES UNDER THE CONTRACT			
COPY TO		CONTRACT TITLE AND DATE		RECEIPT ACKNOWLEDGED (DATE / BY)	

2 THE MATTER

THE MATTER CAUSING IT			
STARTED / BECAME APPARENT	STILL CONTINUING?	MATTER(S) UNDER THE CONTRACT (OUR VIEW)	LINKED NOTICES

Tick what describes the matter. These are plain descriptions, not the contract's list.

- ☐ An instruction, change or postponement
- ☐ Work by the client or its other contractors
- ☐ Information, drawings or decisions late
- ☐ Something else — described above
- ☐ Access, possession or client-supplied items late or restricted

3 EFFECT ON REGULAR PROGRESS

HOW REGULAR PROGRESS IS, OR IS LIKELY TO BE, AFFECTED

continued

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We are likely to incur loss and/or expense as a result

Financing charges

Subcontractors' and suppliers' costs passed on

Increased costs of labour and materials over the longer period

Other — described in section 5

BASIS OF THE INITIAL FIGURE

WHAT WE WILL SEND

Cost records and invoices

Programme updates and analysis

RECORDS KEPT BY

Signed for our company (a person authorised to give notices under the contract):

TIME

DATE SENT	PERIOD	TO DATE £	CHANGE £	INFORMATION SENT (REFS)	RESPONSE / REF	AGREED £	NEXT DUE
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SAMPLE NOT FOR USE ON SITE - KUL

LOSS AND EXPENSE NOTIFICATION

continued

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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.