

NOTICE OF DELAY TO PROGRESS

The contractor's notice — cause, likely effect on completion, particulars to follow

NOTICE — SERVE AS THE CONTRACT SAYS

KD-CA-ND-005 Rev A0

THE CONTRACT GOVERNS. Whether this notice is effective depends on the contract: its notice clause, the address and method it requires for notices, and any time limit for giving notice, particulars or an estimate. Check them before you send this. Giving notice does not by itself extend the completion date or entitle you to money. This is a template, not legal advice — take advice where money or liability is at stake.

Our notice that progress is being, or is likely to be, delayed. Read the notice of delay clause in your own contract before sending it: the clause decides when notice must be given, what it must state, and what particulars and estimate must follow and by when — this form prompts for the usual content but cannot know your contract. Give notice whatever the cause; whether the cause entitles an extension is decided later, under the contract's list of events. Send it as soon as the delay is apparent — do not hold it back for the programme analysis; particulars can follow. A subcontractor's notice goes to the main contractor, which has its own notice to give up the chain — send early. The site diary (KD-SITE-SD-013), the weather record (KD-SITE-WX-024), the meeting records (KD-SITE-MT-032) and the RFI register (KD-CA-RQ-007) are the evidence. A delay that will also cost money is notified separately on KD-CA-LE-006. Not for NEC4 contracts, which have their own early warning and compensation event procedures.

TOPIC	JCT SBC 2024	JCT DB 2024	JCT MW 2024
Telling the other side about a delay	2.27	2.24	2.7
Deciding the extension of time	2.28	2.25	2.7
The events that can justify more time	2.29 (Relevant Events)	2.26 (Relevant Events)	2.7
How notices must be given	1.7	1.7	1.6
How periods of days are counted	1.5	1.5	1.4
Notifying loss and expense (a separate notice)	4.21	4.20	—

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 NOTICE

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 DELAY AND ITS CAUSE

WHAT IS DELAYING, OR IS LIKELY TO DELAY, PROGRESS

BECAME APPARENT ON	DELAY STARTED ON	STILL CONTINUING?	EVENT(S) UNDER THE CONTRACT (OUR VIEW)
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If you name more than one event, give the expected effect of each in section 3. Tick what describes the cause. These are plain descriptions, not the contract's list — whether an extension is due is decided under the clause in the table above.

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| ☐ An instruction or change (KD-CA-VR-001 line) | ☐ Weather (KD-SITE-WX-024) |
| ☐ Information, drawings or a decision not received when needed (KD-CA-RQ-007 refs) | ☐ A utility company or public body carrying out its own work |
| ☐ Access, possession or client-supplied items late or restricted | ☐ A cause within our own or our subcontractors' control — notified anyway |
| ☐ Work by the client or its other contractors | ☐ Something else — described above |

EVIDENCE HELD

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continued

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3 LIKELY EFFECT ON COMPLETION

CURRENT COMPLETION DATE	SECTIONAL DATE(S) AFFECTED	ESTIMATED DELAY TO COMPLETION	PROGRAMME REF / REVISION

HOW THE DELAY AFFECTS THE PROGRAMME

4 PARTICULARS TO FOLLOW

Where the full particulars or the estimate cannot be given with this notice, say what will follow and when, then send it by that date and log it in section 5.

- Programme analysis showing the effect on completion
- A revised estimate of the delay to completion
- Records: diary, labour and plant returns, correspondence
- The effect on each sectional date

PARTICULARS TO BE SENT BY	WHAT ELSE WILL FOLLOW

5 SIGNATURES

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

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

6 FOLLOW-UP LOG — PARTICULARS, UPDATES, REQUESTS AND RESPONSES

DATE	IN / OUT	WHAT	REF	EST. DELAY	NEXT ACTION / BY

DECISION DUE BY	NEW COMPLETION DATE FIXED	EXTENSION GIVEN (DAYS)	DECISION REF / DATE	REGISTERS UPDATED

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.