

PAYMENT DATES TRACKER

One line per payment cycle — every contract and statutory date, and what actually happened

REGISTER — COMMERCIAL FILE

KD-PAY-PT-006 Rev A0

One tracker per contract. Copy the contract's own payment rules into section 2 once, then add one line per payment cycle as it happens. The dates are the point: a payment notice deadline missed by the payer opens the payee's notice in default (KD-PAY-DN-002, HGCRA 1996 s.110B); a pay less deadline missed means the notified sum is payable (s.111(1)); a final date passed without payment in full opens the notice of intention to suspend (KD-PAY-SN-005, s.112). Use it from either side — as payee to chase, as payer to meet your own deadlines. Written for England and Wales. Part II of HGCRA 1996 also covers work in Scotland, which has its own Scheme regulations; Northern Ireland has its own construction contracts Order and Scheme — use those there. The Act's payment rules do not apply to a contract with a residential occupier: one principally about work on a dwelling that a party to the contract lives in or intends to live in (HGCRA 1996 s.106). A subcontract on a house is not excluded — the homeowner is not a party to it. Nor do they apply to work that is not construction operations (s.105(2)): for example manufacture or delivery to site of materials, components, plant or equipment under a contract that does not also provide for installing them, or installing plant or machinery (and its supporting steelwork) on a site whose primary activity is power generation, water or effluent treatment, or the production, processing or bulk storage of chemicals, pharmaceuticals, oil, gas, steel or food and drink.

THE CONTRACT'S DATES GOVERN

Copy the dates and periods from your contract. The Scheme periods printed below apply only where your contract does not set its own. Your contract's own wording and time limits govern; take advice where money is at stake.

1 THE CONTRACT

PROJECT AND CONTRACT	CONTRACT / ORDER REF	PAYEE	PAYER	WE ARE

2 THE PAYMENT RULES FOR THIS CONTRACT

Copy these from the contract, or from the contract summary KD-CA-KD-008 where one has been made.

PAYMENT PERIOD / VALUATION DATES	DUE DATE RULE	PAYMENT NOTICE BY	PAY LESS NOTICE BY	FINAL DATE RULE
APPLICATION RULE	NOTICES CLAUSE — HOW AND WHERE		RETENTION	

WHERE YOUR CONTRACT DOES NOT SET ITS OWN, the Scheme for Construction Contracts (England and Wales) Regulations 1998 fills the gap: an interim payment falls due on the later of 7 days after the end of the payment period (28 days where the contract states no period) and the payee's claim (Schedule Part II paras 4 and 12); the final date for payment is 17 days after the due date (para 8); the payer's payment notice is due not later than 5 days after the due date (para 9); a pay less notice not later than 7 days before the final date (para 10). The interim rules apply only where the work is not specified or agreed to last less than 45 days (s.109(1); para 12); on a shorter job the contract price falls due on the later of 30 days after completion and the payee's claim (para 6). These are fall-back rules only — they are not your contract's terms, and your contract's own dates govern wherever it has them.

HOW TO COUNT DAYS: under HGCRA 1996 s.116 a period after a date begins the day after that date, and Christmas Day, Good Friday and bank holidays are left out. Periods your contract sets are counted as your contract says. If you are not sure which count applies, meet your own deadline by the earlier date and let the other party's deadline pass by the later one — and take advice where it is close.

3 PAYMENT CYCLES — ONE LINE PER CYCLE

NO.	VALUATION	APPLIED	DUE DATE	PN BY	PN RECEIVED	DN GIVEN	PLN BY	PLN RECEIVED	FINAL DATE	NOTIFIED £	PAID £	PAID ON	DAYS LATE	SUSPEND FROM	NOTES

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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.