

From (subcontractor): \_\_\_\_\_

# NOTICE OF DELAY / EOT CLAIM

ABN: \_\_\_\_\_

Ref No: \_\_\_\_\_

To (builder / head contractor): \_\_\_\_\_

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Subcontract ref: \_\_\_\_\_

Attention: \_\_\_\_\_

Subcontract clause(s) relied on: \_\_\_\_\_

## THIS DOCUMENT IS

☐ Notice of delay    ☐ Claim for an extension of time    ☐ Both

## THE DELAY

Delay started (or expected) on: \_\_\_\_\_

Still continuing (yes / no): \_\_\_\_\_

Delay ended on (if it has): \_\_\_\_\_

Work affected (area / activity): \_\_\_\_\_

## CAUSE OF THE DELAY

What caused the delay, where it came from, and why it is not a delay caused by us.

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## EFFECT ON OUR WORK AND THE PROGRAMME

Which of our activities are held up, the programme dates affected, and what we have done to reduce the delay.

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## EXTENSION OF TIME CLAIMED

Working days claimed: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## EVIDENCE ATTACHED

Site diary entries, issue records, photos, instructions, correspondence and programme extracts.

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## NOTICE — CHECK YOUR SUBCONTRACT FOR THE TIME LIMIT

Most subcontracts set a time limit, a form and required content for notices of delay and extension of time claims, and some say a late claim is lost. Check the delay and extension of time clauses before you send this, and where the value or risk is significant, obtain advice from a construction lawyer.

## ISSUED AND RECEIVED

### ISSUED BY (SUBCONTRACTOR)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### RECEIVED BY (BUILDER / HEAD CONTRACTOR)

Name: \_\_\_\_\_

Date: \_\_\_\_\_