pointCPD

Extension of time claim

Notice of delay and claim for extension of the completion date

Check your contract's extension of time clause for qualifying causes, notice periods and required content before completing this claim. Give notice as early as possible.

1. Contract details

EOT claim number		**Date**	
Owner / principal		**Builder / contractor**	
Site address		**Contract reference and date**	
Relevant contract clause(s)		**Current completion date**	

2. Notice

Date delay started		**Date builder became aware**	
Date written notice given		**Notice period required by contract**	
Notice reference Email, letter or earlier notice number			

3. The delay event

What happened			
Start date		**End date (or ongoing)**	
Work affected			

4. Cause of delay

Tick the cause and name the contract clause that allows an extension for it.

- ☐ Variation to the work
- ☐ Owner or principal delay (access, decisions, selections, payment)
- ☐ Inclement weather beyond what the contract allows for
- ☐ Latent condition (rock, fill, services not foreseen)
- ☐ Delay by a certifier, council or authority
- ☐ Industrial action
- ☐ Late or suspended supply outside the builder's control
- ☐ Suspension of work under the contract or legislation
- ☐ Other: _____

5. Effect on completion

How the delay affected the critical path Why this delay moved completion, not just a task with spare time	
Steps taken to reduce the delay	
Concurrent delays (if any)	

6. Evidence attached

- [ ] Site diary entries
- [ ] Signed variation(s)
- [ ] Correspondence and instructions
- [ ] Program before and after the delay
- [ ] Other: _____
- [ ] Weather records
- [ ] RFI and response dates
- [ ] Photos
- [ ] Supplier or authority correspondence

7. Claim

Extension claimed (days) State working or calendar days as the contract requires		**Proposed new completion date**	
Costs claimed (if the contract allows delay costs)		**Response requested by**	
Builder signature		**Date**	

8. Owner response

Extension granted (days)		**Revised completion date**	
Reasons (if refused or reduced)			
Owner signature		**Date**	