PREPARING A CLAIM FOR ADDITIONAL TIME AND COST

A practical sequence for Contractors

A claim succeeds when it shows three things clearly: an event for which the contract gives relief, the effect of that event on time and cost, and compliance with the claim procedure. The steps below follow that logic.

1. ESTABLISH ENTITLEMENT

- Identify the event and the clause that gives relief, for example a late instruction, late information, a variation or a suspension by the Employer.
- Confirm whether the clause allows time only, or time and cost.
- Note the date you became aware of the event. Notice periods usually run from that date.

2. GIVE NOTICE ON TIME

- Issue a written notice within the contractual period, referring to the clause and describing the event. Do not wait until the full effect is known; particulars can follow.

3. KEEP CONTEMPORARY RECORDS

- Site diaries, labour and plant returns, and photographs dated and linked to the affected areas.
- Instructions, drawing and information registers, correspondence and meeting minutes.
- Updated programmes and progress reports showing the planned and actual position.

4. DEMONSTRATE THE DELAY

- Use the accepted programme to show how the event affected the critical path and the completion date.
- Separate delays caused by the Employer from your own and from neutral events, and deal with any concurrency openly.

5. QUANTIFY THE COST

- Price time-related preliminaries and general items for the period of delay, using the tender breakdown where possible.
- Add standing time of labour and plant, extended supervision and any acceleration cost, each supported by records. Link each amount to a specific event and avoid global claims.

6. PRESENT THE CLAIM

- Structure the document as: summary, contractual basis, chronology of events, delay analysis, quantum, and supporting appendices.
- Submit it within the contractual period, keep proof of delivery and follow up on the response time.

This guide is general information only and does not replace the conditions of your contract or legal advice. Always check the edition and any particular conditions that apply to your project.

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