



# LATE SITE HANDOVER — EOT / COST NOTICE TEMPLATE

Preservation of Entitlement for Extension of Time, Cost & Disruption

**IMPORTANT:** This notice must be submitted promptly upon becoming aware of a delay or failure in site handover. Timely submission is essential to preserve your contractual entitlements for Extension of Time (EOT), additional cost, and disruption claims.

## 1. PROJECT & CONTRACT DETAILS

Project Name	[Insert Project Name]
Project Number / Ref.	[Insert Reference Number]
Employer / Principal	[Insert Employer Name]
Contractor	[Insert Contractor Name]
Contract Title	[Insert Contract Title]
Contract Number	[Insert Contract Number]
Contract Type	[e.g. NEC4 ECC / FIDIC Red Book / JCT / Bespoke]
Governing Law	[Insert Jurisdiction]

## 2. NOTICE DETAILS

Notice Date	[DD / MM / YYYY]
Notice Reference No.	[e.g. NOL-001]
Submitted By	[Name, Title, Company]
Submitted To	[Employer / Engineer / PM Name & Address]

## 3. PLANNED VS. ACTUAL SITE HANDOVER

Planned Handover Date	[DD / MM / YYYY (per Contract / Programme)]
Actual / Expected Handover Date	[DD / MM / YYYY (or TBC)]
Delay Duration (to date)	[__ calendar days / __ working days]

## 4. NATURE OF DELAY / DEFAULT

Type of Handover Failure (tick all that apply):



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<input type="checkbox"/> Late Possession of Site	<input type="checkbox"/> Partial Handover Only	<input type="checkbox"/> Access Restrictions	<input type="checkbox"/> Third-Party Obstruction
<input type="checkbox"/> Statutory / Regulatory Delay	<input type="checkbox"/> Design / Approval Not Issued	<input type="checkbox"/> Utility Diversion Incomplete	<input type="checkbox"/> Other (describe below)

<b>Description of Delay / Default</b>	
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<b>Areas / Sections Affected</b>	
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### 5. CONTRACTUAL BASIS FOR ENTITLEMENT

*Identify the relevant contract clauses, conditions, and/or grounds for your EOT and cost entitlement below.*

Entitlement Type	Contract Clause / Reference	Brief Basis / Comment
Extension of Time (EOT)	<i>[Clause No.]</i>	<i>[Description]</i>
Additional Prolongation Cost	<i>[Clause No.]</i>	<i>[Description]</i>
Disruption / Loss of Productivity	<i>[Clause No.]</i>	<i>[Description]</i>
Acceleration / Mitigation Cost	<i>[Clause No.]</i>	<i>[Description]</i>
Finance / Funding Charges	<i>[Clause No.]</i>	<i>[Description]</i>
Other (specify)	<i>[Clause No.]</i>	<i>[Description]</i>

### 6. ANTICIPATED IMPACT ON PROGRAMME

<b>Anticipated EOT Required</b>	<i>[__ calendar days / weeks — subject to further analysis]</i>
<b>Affected Milestones</b>	<i>[List key milestones impacted]</i>
<b>Critical Path Impact</b>	<i>[Yes / No / Under Assessment]</i>



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### Programme Narrative

## 7. ANTICIPATED COST IMPACT

Estimated Prolongation Cost	[\$ / To be quantified — see attached]
Estimated Disruption Cost	[\$ / To be quantified — see attached]
Other Cost Heads	[Specify]

Note: Detailed cost particulars and supporting substantiation will be provided within [\_\_ days] in accordance with the contract notice requirements. This notice preserves entitlement pending full submission.

## 8. MITIGATION MEASURES

### Mitigation Steps Taken / Proposed

## 9. RESERVATION OF RIGHTS

The Contractor expressly reserves all rights, entitlements, and remedies available under the Contract and at law, including but not limited to claims for Extension of Time, prolongation costs, disruption and loss of productivity, and any other damages arising from the late or ineffective handover of the Site. Nothing in this notice shall be construed as a waiver of any such rights. Further notices and detailed particulars will follow as the situation develops.

## 10. SUPPORTING DOCUMENTS ATTACHED

<input type="checkbox"/> Baseline Programme Extract	<input type="checkbox"/> Revised Programme / Delay Analysis	<input type="checkbox"/> Photographs / Site Records
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<input type="checkbox"/> Correspondence Log	<input type="checkbox"/> Cost Schedules / Preliminaries	<input type="checkbox"/> Minutes of Meetings
<input type="checkbox"/> Third-Party Evidence	<input type="checkbox"/> Statutory / Regulatory Documents	<input type="checkbox"/> Other: _____

### 11. SIGNATURES & AUTHORISATION

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Submitted By (Contractor)	Received / Acknowledged By
<b>Name:</b>	<b>Name:</b>
<b>Title / Position:</b>	<b>Title / Position:</b>
<b>Company:</b>	<b>Company:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

#### TEMPLATE DISCLAIMER

*This template is provided for general guidance purposes only. It does not constitute legal advice. The Contractor should seek independent legal and claims advice to ensure compliance with specific contract requirements, applicable law, and notice periods. Entitlement depends on the particular facts and the terms of the applicable contract.*