SAMPLE: INVENTED DETAILS. NOT A REAL DOCUMENT.

HARROWGILL CURTAIN WALLING LIMITED
Harrowgill Works
Strelham Lane
Marlhaven

25 September 2026

For the attention of Ms Helen Carver, Project Manager
THWAITBY CONSTRUCTION LIMITED
Thwaitby House
Strelham Lane
Marlhaven

KILNWORTH LANE OFFICES, MARLHAVEN
JCT DESIGN AND BUILD SUB-CONTRACT 2016 (DBSub/C) (REF. TCL-KLO-SC-022)
LATE HANDOVER OF THE STRUCTURAL FRAME, LEVELS 3 TO 6
NOTICE OF DELAY

Dear Ms Carver,

1. We refer to the sub-contract between Thwaitby Construction Limited (the “Contractor”) and Harrowgill Curtain Walling Limited (the “Sub-Contractor”) dated 14 January 2026 for the curtain walling and glazing package at Kilnworth Lane Offices, Marlhaven (the “Sub-Contract”).

2. We give notice under clause 2.17.1 of the Sub-Contract that the progress of our work is being, or is likely to be, delayed by the matter described below (Late handover of the structural frame, levels 3 to 6).

The cause of the delay

3. Our programme (revision C, issued 10 August 2026) shows curtain walling to levels 3 to 6 starting on 14 September 2026, following handover of the completed structural frame and slab edges by the Contractor's frame sub-contractor. At 14 September 2026 the slab edge steelwork on levels 3 to 6 was incomplete and the brackets could not be set out. The Contractor's project manager confirmed at the progress meeting on 21 September 2026 that the frame will not be handed over before 12 October 2026.

4. In our view the cause is the late handover of the structural frame, levels 3 to 6, by the Contractor or a Contractor's Person, which is an impediment, prevention or default under clause 2.19.9 of the Sub-Contract and so a Relevant Sub-Contract Event. It started on 14 September 2026 and it became reasonably apparent to us on 21 September 2026 that our progress was being or was likely to be delayed. The event is continuing.

The effect on our work

5. Curtain walling installation to levels 3 to 6 (programme activities CW300 to CW360), which is on our critical path to completion.

6. We have brought forward the level 1 and 2 entrance screens to keep the installation teams productive.

7. On the information available now, we estimate that completion of our work will be delayed by 21 calendar days, from 18 December 2026 to 8 January 2027 (see programme HCW-KLO-PRG rev C). Because the event is continuing, this estimate will be updated.

8. We will provide further particulars and update this notice as the effects become clearer.

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9. We ask that you give a fair and reasonable extension of time for the completion of our work under the Sub-Contract.

10. We reserve our entitlement to loss and expense arising from this matter under clause 4.15 of the Sub-Contract and will give separate notice and particulars of it.

We reserve all of our rights under the Sub-Contract.

Yours sincerely,

Priya Nair
Operations Director
For and on behalf of Harrowgill Curtain Walling Limited

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