



Payment notice

HOUSING GRANTS, CONSTRUCTION AND REGENERATION ACT 1996
SECTION 110A

TO, THE PAYEE

FROM, THE PAYER

CONTRACT OR SUBCONTRACT	DATE OF THIS NOTICE	OUR REFERENCE
APPLICATION OR VALUATION REFERENCE	PAYMENT DUE DATE	FINAL DATE FOR PAYMENT

This is a payment notice under section 110A of the Housing Grants, Construction and Regeneration Act 1996, given in respect of the payment due on the payment due date shown above under the contract named above.

The sum we consider to be or to have been due at the payment due date

The sum may be zero. Section 110A(4).

£

CALCULATION

AMOUNT, £

Gross valuation of the work to date	
Less retention	
Less sums previously certified or paid	
Other adjustments, as set out below	
Sum due at the payment due date	

THE BASIS ON WHICH THAT SUM IS CALCULATED

SIGNED

NAME

POSITION

DATE

FOR AND ON BEHALF OF

BEFORE YOU SEND IT

Getting a payment notice right

Two things make it valid: when it is given, and whether it states both the sum and how the sum was arrived at.



Default periods under the Scheme for Construction Contracts (England and Wales). Your contract may set different ones: check it first.

When to give it

Not later than five days after the payment due date. The contract sets the due date; where it does not, the Scheme for Construction Contracts does.

SECTION 110A(1)

What it must state

The sum you consider to be or to have been due at the payment due date, and the basis on which that sum is calculated. A total with no basis does not comply. The sum may be zero.

SECTION 110A(2) AND (4)

If you do not give one

The payee may give their own notice in default, and the final date for payment moves back by the number of days it was late. Where the contract lets the payee's application stand as that notice, it already does.

SECTION 110B

Paying less than this later

The sum in this notice becomes the notified sum. To pay less, give a pay less notice before the final date for payment, within the period your contract prescribes. Under the Scheme that is seven days before the final date.

SECTION 111, AND THE SCHEME, PART II

Serving it

Send it the way your contract says notices are given, and keep proof of the date it was received. Check the periods in your own contract: JCT, NEC and bespoke forms each set their own.

CHECKED AGAINST LEGISLATION.GOV.UK ON 29 SEPTEMBER 2026: HGCRA 1996 SS 110A, 110B AND 111, AND THE SCHEME FOR CONSTRUCTION CONTRACTS (ENGLAND AND WALES) REGULATIONS 1998, PART II