P109 – CERTIFICATE OF PRACTICAL COMPLETION

(Subclause 20.4)

DATE: [INSERT DATE]

TO CONTRACTOR: [INSERT CONTRACTOR NAME]

PROJECT NAME: [INSERT PROJECT NAME]

CONTRACT No.: [INSERT CONTRACT NUMBER]

[PRINCIPAL TO DELETE THIS PARAGRAPH IF CONTRACTOR HAS NOT REQUESTED A CERTIFICATE OF PRACTICAL COMPLETION BE ISSUED] The Principal refers to the Contractor’s request dated [INSERT DATE OF CONTRACTOR’S DATE OF REQUEST] for the Principal to issue a Certificate of Practical Completion for the Works.

The Principal hereby certifies that Practical Completion of the Works was reached on [INSERT DATE ON WHICH PRACTICAL COMPLETION WAS REACHED].

The Principal reminds the Contractor that the Contractor must rectify all defects existing at Practical Completion as soon as possible after the Date of Practical Completion at times and in a manner causing as little inconvenience to the occupants or users of the Works as is reasonably possible.

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| --- | --- |
| Signed by the Principal: | |
|  |  |
| Signature |  |
|  |  |
| Name |  |
|  |  |
| Date |  |

|  |  |
| --- | --- |
| [REMOVE BEFORE SENDING] Notes: | |
| a) | The Principal must issue this certificate within 14 days of the Contractor’s request or if the Principal is of the opinion that Practical Completion has not been achieved, within that 14 days give reasons why Practical Completion has not been reached. (see Form P110). |
| b) | If the Principal fails to respond to the Contractor’s request for the issue of this Certificate of Practical Completion within 14 days, the Principal will be in substantial breach of the subclause 25.7, entitling the Contractor to give a notice to show cause under subclause 25.8. |
| c) | The Principal may issue a Certificate of Practical Completion even if the Contractor has not requested the certificate. Delete the first paragraph of this Form if this applies. |
| d) | As to service of Form P109, refer to clause 4. |