SITE survey. APP

SITE SURVEY REPORT

Practical Completion Certificate

Prepared for	Hillside Surgery Partnership
Date	2 Oct 2026
Site	Hillside Surgery extension
Prepared by	R. Ellis

FORM

Practical Completion Certificate

1. Contract

Project	Hillside Surgery extension: practical completion (completed example)
Client	Hillside Surgery Partnership
Site	Hillside Surgery
Site address	Hillside Road, Stroud
Date of practical completion	9 Oct 2026
Time	11:00
Form of contract	JCT Intermediate
Contract reference	HS-2025-014
Employer or client	Hillside Surgery Partnership
Contractor	Cotswold Build Ltd
Contract administrator or employer's agent	R. Ellis, Ellis Architects
Description of the works	Single-storey extension with two consulting rooms, accessible WC and a new waiting area.
Date for completion in the contract, as extended	2 Oct 2026

Practical completion is after the date for completion. Liquidated damages may be due under the contract for the delay.

Days after the date for completion	7
Liquidated damages rate in the contract (£ per week)	1,500.00
Liquidated damages at that rate (£)	1500

Under JCT contracts, and many others, practical completion starts the rectification (defects) period, ends the contractor's liability for delay damages and is when part of the retention is usually released. Check the terms of your contract.

This is a site record of the handover. Where the contract has its own certificate, such as the JCT Practical Completion Certificate or Statement, that certificate must still be issued by the person named in the contract. This record supports it and does not replace it.

2. Outstanding items

Are there minor items still to finish?	Yes

Outstanding items 1: Touch up paint to the corridor door frames

Item	Touch up paint to the corridor door frames
Location	New corridor
Who will finish it?	Cotswold Build, decorator
To be finished by	16 Oct 2026
Status	Open
Days allowed after practical completion	7

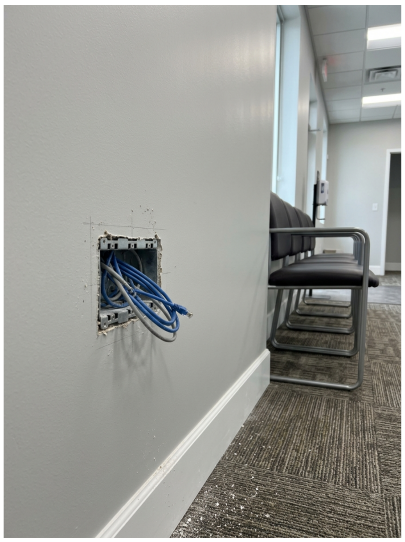
Photos



Outstanding items 2: Fit the missing cover plate to the waiting area data point

Item	Fit the missing cover plate to the waiting area data point
Location	Waiting area
Who will finish it?	Cotswold Build, electrical subcontractor
To be finished by	16 Oct 2026
Status	Open
Days allowed after practical completion	7

Photos



Outstanding items 3: Adjust the closer on the accessible WC door so it latches

Item	Adjust the closer on the accessible WC door so it latches
Location	Accessible WC
Who will finish it?	Cotswold Build, joiner
To be finished by	9 Oct 2026
Status	Finished
Days allowed after practical completion	0
Outstanding items	3
Still open	2
With no owner	0
With no date	0
Rectification period (months)	12
Rectification period ends	9 Oct 2027
Months from practical completion to that date	12.0
Retention (%)	5
Contract sum or value of the works (£)	486,000.00
Retention held before practical completion (£)	24300
Retention released at practical completion	Half (2.5%) released with this certificate

Share of the retention released now (%)	50
Released now (£)	12150
Still held to the end of the rectification period (£)	12150

3. Handover documents

Handed over	Health and safety file, Operation and maintenance manuals, As-built drawings, Test and commissioning certificates, Building control completion certificate, Warranties and guarantees, Keys and access fobs
Handover documents received (of 7)	7
Number of keys or fobs	14

4. Certificate

> The contract administrator certifies that practical completion of the works was achieved on the date above.

Contract administrator name (the Project Manager under NEC)	R. Ellis
Contract administrator signature	
For the contractor	B. Cole, Cotswold Build
Contractor signature	
For the client	Dr F. Hart
Client signature	