pointCPD

Contract variation

Change to the contract work, price or time

A variation must be agreed in writing and signed by or on behalf of both parties before the varied work is carried out. Attach drawings, quotes or specifications that describe the change.

1. Contract details

Variation number		**Date issued**	
Owner		**Builder** Name, licence number	
Site address		**Contract date / reference**	

2. Reason for the variation

- ☐ Requested by the owner
- ☐ Required by the certifier or an authority
- ☐ Builder's proposal (e.g. alternative product)
- ☐ Other: _____
- ☐ Design change by architect or designer
- ☐ Latent or unforeseen site condition
- ☐ Provisional sum or prime cost adjustment

3. Description of the change

Work added, removed or changed Be specific: location, extent, product, finish	
Drawings / specification references	
Effect on other work Anything else that changes as a result	

4. Price

Item	Qty	Rate	Amount (ex GST)
EXAMPLE *Relocate kitchen window 300 mm: re-frame opening, new lintel, patch cladding*	*1*		
EXAMPLE *Credit: work omitted*			

Totals

Variation amount (ex GST)		**GST**	
Variation total (inc GST)		**Builder's margin included**	
Contract price before this variation		**Contract price after this variation**	
When payable With the next progress claim, on completion, or as the contract states			

5. Effect on time

Extension to the completion date (days) Write 0 if none		**Revised completion date**	
Reason for the time impact			

6. Agreement

The parties agree to vary the contract as described. All other terms of the contract continue to apply.

Owner name		**Owner signature and date**	
Builder name		**Builder signature and date**	

7. Variation register (running total)

No.	Date	Description	Amount (inc GST)	Days	Signed?