

Schedule 11 – Change Forms




Department for  
Digital, Culture,  
Media & Sport

## Schedule 11 (Change Forms)

These Change Forms are to be used in order to change a Contract in accordance with Clause 48 (Changing the Contract Procedure). Words and expressions in these Change Forms shall have the meanings given to them in the Contract.

### Part 1 – Change Request

CHANGE REQUEST	
CONTRACT NO:	[Please state]
CHANGE NO:	[Please state]
DATE RAISED:	[Please state]
CHANGE INITIATED BY:	[Please state Authority or Supplier]
DESCRIPTION OF THE PROPOSED CHANGE: [Please state]	
FAST TRACK CHANGE PROCEDURE PROPOSED IN RELATION TO CHANGE?	[Yes/No]
CHANGE IMPACT ASSESSMENT ESTIMATE TO BE PROVIDED WITHIN	<p>[Authority to state period within ten (10) Working Days of the date of the Change Request / Not applicable]*</p> <p>* Change Impact Assessment Estimate is only required to be provided by the Supplier where the Authority issues the Change Request</p>
CHANGE IMPACT ASSESSMENT TO BE PROVIDED WITHIN:	[Authority to state period]
PROPOSED DATE FOR CHANGE:	[Please state]
SUBMITTED TO:	[Please state]
REQUESTING PARTY:	[Please state]
SIGNED:	
NAME:	
DATE:	

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	<i>[Please state]</i>



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## Part 2 – Change Impact Assessment

CHANGE IMPACT ASSESSMENT	
<b>CONTRACT NO:</b>	[Please state]
<b>CHANGE NO:</b>	[Please state]
<b>SUPPLIER'S CHANGE IMPACT ASSESSMENT:</b>	
<b>Descriptive summary:</b>	[Please state]
<b>Proposed drafting Changes:</b>	[Please state]
<b>Proposed change to the Average Connection Life (if applicable):</b>	[Please state]
<b>Details of the impacts of proposed Changes:</b>	[Please state]
<b>Details of impact on risk, reward and liability:</b>	[Please state]
<b>Compliance with applicable Change in Law:</b>	[Please state]
<b>Reasonable level justification and evidence:</b>	[Please state]
<b>SUBMITTED TO:</b>	[Please state]
<b>SUPPLIER:</b>	[Please state]
<b>SIGNED:</b>	
<b>NAME:</b>	[Please state]
<b>DATE:</b>	[Please state]

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## Part 3 – Change Authorisation Note

CHANGE AUTHORISATION							
<b>CONTRACT NO:</b>	<i>[Please state]</i>						
<b>CHANGE NO:</b>	<i>[Please state]</i>						
<b>FINANCIAL VARIATION</b>	<table border="1"> <tbody> <tr> <td>Original contract value:</td> <td>£ [pre-populates]</td> </tr> <tr> <td>Additional cost due to variation:</td> <td>£ [insert amount]</td> </tr> <tr> <td>New contract value:</td> <td>£ [calculates]</td> </tr> </tbody> </table>	Original contract value:	£ [pre-populates]	Additional cost due to variation:	£ [insert amount]	New contract value:	£ [calculates]
Original contract value:	£ [pre-populates]						
Additional cost due to variation:	£ [insert amount]						
New contract value:	£ [calculates]						
<b>ON BEHALF OF THE SUPPLIER</b>							
<b>SIGNED:</b>							
<b>NAME:</b>	<i>[Please state]</i>						
<b>DATE:</b>	<i>[Please state]</i>						
<b>ON BEHALF OF THE AUTHORITY</b>							
<b>SIGNED:</b>							
<b>NAME:</b>	<i>[Please state]</i>						
<b>DATE:</b>	<i>[Please state]</i>						

The Contract, including any previous Changes, shall remain effective and unaltered except as amended by this Change.