

Schedule 11 – Change Forms	



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	[Authority to state period within ten (10) Working Days of the date of the Change Request / Not applicable]* * Change Impact Assessment Estimate is only required to be provided by the Supplier where the Authority issues the Change Request
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:	[Please state]

	<i>[Please state]</i>
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Part 2 – Change Impact Assessment

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

Part 3 – Change Authorisation Note

CHANGE AUTHORISATION							
CONTRACT NO:	[Please state]						
CHANGE NO:	[Please state]						
FINANCIAL VARIATION	<table border="1"> <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> </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]						
ON BEHALF OF THE SUPPLIER							
SIGNED:							
NAME:	[Please state]						
DATE:	[Please state]						
ON BEHALF OF THE AUTHORITY							
SIGNED:							
NAME:	[Please state]						
DATE:	[Please state]						

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