



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



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

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



Part 3 – Change Authorisation Note

CHANGE AUTHORISATION							
CONTRACT NO:	<i>[Please state]</i>						
CHANGE NO:	<i>[Please state]</i>						
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:	<i>[Please state]</i>						
DATE:	<i>[Please state]</i>						
ON BEHALF OF THE AUTHORITY							
SIGNED:							
NAME:	<i>[Please state]</i>						
DATE:	<i>[Please state]</i>						

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