



Building  
Digital UK

## Joint Schedule 2 (Change Forms)

GIGABIT INFRASTRUCTURE SUBSIDY

OFFICIAL – SENSITIVE

COMMERCIALLY SENSITIVE – NOT FOR WIDER DISTRIBUTION

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**

<b>CHANGE REQUEST</b>	
<b>CONTRACT NO:</b>	<i>[Please state]</i>
<b>CHANGE NO:</b>	<i>[Please state]</i>
<b>DATE RAISED:</b>	<i>[Please state]</i>
<b>CHANGE INITIATED BY:</b>	<i>[Please state Authority or Supplier]</i>
<b>DESCRIPTION OF THE PROPOSED CHANGE:</b>	
<i>[Please state]</i>	
<i>[Where the change relates to a permitted de-scope under Clause 4.1(b), the description should include (but not be limited to) the following details:</i>	
<i>Technical – detailed explanation of why the premises are to be de-scoped, including sufficient detail to support understanding of whether these premises require an alternative technology or whether the de-scope relates to an operational/commercial/finance issue.</i>	
<i>Operational – detailed explanation of why the premises cannot be delivered, with comprehensive detail of the issue, impact analysis and maps to explain barriers and any potential operational options/opportunities.</i>	
<i>Financial – cost impact analysis for the structures concerned with details of commercial viability issues, funding implications, potential funding risk mitigations, unders/overs between call-offs, incremental funding options etc.]</i>	
<b>FAST TRACK CHANGE PROCEDURE PROPOSED IN</b>	<i>[Yes/No]</i>

<b>RELATION TO CHANGE?</b>	
<b>CHANGE IMPACT ASSESSMENT ESTIMATE TO BE PROVIDED WITHIN:</b>	<p><i>[Authority to state period within ten (10) Working Days of the date of the Change Request / Not applicable]*</i></p> <p><i>* Change Impact Assessment Estimate is only required to be provided by the Supplier where the Authority issues the Change Request</i></p>
<b>CHANGE IMPACT ASSESSMENT TO BE PROVIDED WITHIN:</b>	<i>[Authority to state period]</i>
<b>PROPOSED DATE FOR CHANGE:</b>	<i>[Please state]</i>
<b>SUBMITTED TO:</b>	<i>[Please state]</i>
<b>REQUESTING PARTY:</b>	<i>[Please state]</i>
<b>SIGNED:</b>	
<b>NAME:</b>	
<b>DATE:</b>	<i>[Please state]</i>
	<i>[Please state]</i>

**Part 2 – Change Impact Assessment**

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

<b>SIGNED:</b>	<i>[Please state]</i>
<b>NAME:</b>	<i>[Please state]</i>
<b>DATE:</b>	

**Part 3 – Change Authorisation Note**

<b>CHANGE AUTHORISATION</b>	
<b>CONTRACT NO:</b>	<i>[Please state]</i>
<b>CHANGE NO:</b>	<i>[Please state]</i>
<b>FINANCIAL VARIATION</b>	
<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.