



VARIATION NUMBER

Variation order

HOUSING GRANTS, CONSTRUCTION AND REGENERATION ACT 1996 SECTION 110A · JCT AND NEC INSTRUCTION CLAUSES

PROJECT	CONTRACT REFERENCE	CLIENT OR MAIN CONTRACTOR	DATE RAISED
INSTRUCTED BY, NAME AND ROLE	INSTRUCTED ON	HOW: LETTER, EMAIL, SITE INSTRUCTION, VERBAL	THEIR REFERENCE

Get the instruction in writing before the work is done. The JCT and NEC families expect an instruction in writing; a verbal one is confirmed in writing the same day, and the confirmation is kept with this order.

The change

What is added, omitted or altered, against the drawing, specification or order it changes.

Reason

Why the change arose. The reason decides who pays for it.

☐ Client request

☐ Design change

☐ Unforeseen site condition

☐ Statutory requirement

☐ Error or omission in the documents

☐ Other

Cost basis

How the change is valued: a quoted sum, measured at contract rates, or recorded on daywork sheets and priced after.

☐ Quoted lump sum

☐ Measured at contract rates

☐ Daywork, priced after

☐ To be agreed

ESTIMATED COST, £

AGREED VALUE, £

DAYWORK SHEET NUMBERS

Time

The effect on the programme, in working days, and the activities affected.

EXTENSION SOUGHT, DAYS

ACTIVITIES AND DATES AFFECTED

Agreed

Signed for both sides. Where the client will not sign, record who was told and when, and keep the daywork sheets.

FOR THE CONTRACTOR

DATE

FOR THE CLIENT

DATE

PROJECT	DOCUMENT Variation order	REVISION	DATE	PAGE 1 of 2
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GUIDANCE

Getting paid for the variation

Keep this page. It is not part of the order.

BEFORE	DURING	AFTER
Instruction in writing Or a verbal instruction confirmed in writing the same day, with the confirmation kept	The record A daywork sheet signed each day, photographs, and the materials and plant tickets	In the next application The variation is a line in the application for payment, with the sum and the basis of calculation

The application

The payment mechanism is how a variation gets paid. The application states the sum the contractor considers due at the due date and the basis on which it is calculated. A variation that is not in the application is not in the notified sum.

HGCRA 1996 SECTION 110A

If the payer disagrees, the Act gives them one route: a pay less notice before the deadline, stating the sum they consider due and the basis for it. Without one, the notified sum is payable on the final date for payment.

Keeping the value in reach

A variation that is argued about in month six was usually unrecorded in month one. This sheet, the daywork sheets and the photographs are what settle it.

THIS FIRM'S PRACTICE