



Working for a *brighter future* together

Change Request - Variation of Contract Costs

Customer Name	
Property Address	
Contractor	
Contact name	
Contact tel / email	
Date of request	

Contractors must provide as much information as possible in order for Cheshire East Council to verify the need for a financial variation.

What is being requested? Describe the revised/new building element for which a variation is requested	
Why is the variation necessary?	
Why was the variation not established within the initial survey?	
Have all alternative solutions been considered? Please describe.	
COST	£

Please provide photos to support your request. The photos should indicate:

- The area affected prior to any alteration
- The specific defect or reasons why the initial design will not be possible.
- A wider view of the affected area so the photos can be associated with plans and specifications.

Completed forms can be photographed on site and forwarded to Cheshire East Council. Please ensure that the photo is legible prior to sending.

Asbestos - If the change request relates to asbestos removal, please provide material test certification.

OFFICE USE ONLY

APPROVED / REJECTED (please delete)	
If rejected, state reasons	
Officer name	
Date	

A copy of this form should be returned to the Contractor for their records, and a copy retained on the case record. Any adjustment to the purchase order should be made at the earliest opportunity.