[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Request for Variation as a Consequence of a Requirement of an Authority |

Under Clause 14.1 of the *General Conditions of Contract*, I am notifying you that the attached requirement (1) does not align with the Contract. It necessitates a change to (2) the Works / the Temporary Works / the method of working specified in the Contract in the following respects:

(3) [Insert].

Accordingly, I request you to order a variation under Clause 40.1 of the *General Conditions of Contract* as follows:

(3) [Insert].

Yours sincerely

**Contractor**

**Enc ()**

|  |
| --- |
| 1. Attach the appropriate notice from the relevant Authority.
2. Delete as appropriate.
3. Complete as appropriate.

Note:1. As any direction issued under Clause 14.1 will be a direction for a variation under Clause 40.1, the requirements of Clause 46 relating to the giving of a prescribed notice will not apply. Once a variation has been directed, then the Contractor may advise the amount of the variation.
2. An application by the Contractor for an extension of time under Clause 35.5 may also be necessary.
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