

Variation claim template for HIA contract

Instructions: complete the yellow highlight, read and then delete the blue highlight

##Notice starts##

Notice of Variation Claim

(Prepared under clause 20)

[Date]

To:

[Owner(s) Name(s)]

[Owner(s) Address]

[Owner's Email Address]

Notice of Delay and Claim for Extension of Time

Re: Construction Contract for [address]

Contract Date: [Insert Contract Date]

Dear [Owner(s) Name(s)],

Notice of variation claim

Pursuant to **clause 20** of the Contract between [your company name] and [Owner(s) name(s)] dated [insert Contract Date], we provide notice of a variation to the works under the contract.

Details of the variation

Description of the variation:

[First – check your specification and any pre-contractual letters or statements to ensure that this is not something you have already agreed to provide. If this a true variation, then provide a detailed description of the variation, e.g. additional work, changes to materials, or omissions]

Reason for the variation:

[Explain the reason for the variation, e.g. owner's request, unforeseen circumstances, compliance with statutory requirements, or other reasons under clause 20]

Date: [] **For variation**