**REPA Variation Application Form**

This form is used to summarise your application for a variation to an approved NDRRA REPA submission.

**Contact your RLO *prior to* preparing and lodging a Variation Form 4 and Form 7.**

Lodge one Form 7 plus the Variation Form 4 ***(****current version)*for each approved REPA submission being varied.

Email to [submissions@qldra.org.au](mailto:submissions@qldra.org.au)

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| **PART 1:** | **Submission details** | | | | | |
| **1.1 Agency / Council** | |  | | | | |
| **1.2 Applicant’s Submission Ref** | |  | | | | |
| **1.3 QRA GMRS Submission Ref #** | |  | | | | |
| **1.4 NDRRA Event** | |  | | | | |
| **1.5 Date of request** | |  | | | | |
| **1.6 Contact Details** | | **Name:** |  | | | |
| **Title:** |  | | | |
| **Phone:** |  | | | |
| **Email:** |  | | | |
| **1.7 Variation amount sought?**  (**refer to completed** **Variation Form 4**) | | **Current Recommended Value of submission**  *(*Variation Form 4 *Column Y TOTAL)* | | | **$** | |
| **Total Variation value sought $**  *(*Variation Form 4 *Column X TOTAL)*  ***Note****: Rate variation value should include an adjustment of Contingency to 10% and removal of Escalation offsetting the reduced risk of an awarded tender.* | | | **$** | |
| **Variance %** | | | **%** | |
| **1.8 TYPE of variation?** | | * Rate variation – **complete PART 2A** * Scope, Treatment, Re-prosecution or *Other* variation – **complete PART 2B** * Both Rate and Non-rate variation – **complete both 2A and 2B.** | | | | |
| **PART 2A:** | **Rate variation only– use this section to summarise rates variances** | | | | | |
| ***Summary of* rate variance request** | | | | **Status of tender / contract?** | | **Supporting evidence attached?** |
|  | | | | * Awarded * Closed – not yet awarded * Other | | * Tender schedule * Tender evaluation report |
|  | | | | * Awarded * Closed – not yet awarded * Other - | | * Tender schedule * Tender evaluation report |
| **Does the rates variation include any scope changes? If yes, complete PART 2A and PART 2B** | | | | | | |

| **PART 2B:** **Summary of Non-Rates variation** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of asset being varied** | Chainage of variation (if applicable) | **Type of variation (☑)** | | **Reason/s for Variation *plus***  **Current status of REPA works** | ***ASSET***  **Current recommended value**  **$** | ***ASSET* Variation amount sought**  **$** | | ***ASSET***  **Variance**  **%** |
|  |  | * Scope * Treatment * Re-prosecution * Other (specify): | |  |  |  | |  |
|  |  | * Scope * Treatment * Re-prosecution * Other (specify): | |  |  |  | |  |
|  |  | * Scope * Treatment * Re-prosecution * Other (specify): | |  |  |  | |  |
|  |  | * Scope * Treatment * Re-prosecution * Other (specify): | |  |  |  | |  |
|  |  | * Scope * Treatment * Re-prosecution * Other (specify): | |  |  |  | |  |
| **Details of supporting evidence (☑):** | Photos / information supporting additional scope / treatment? | | | | | | * Attached | |
| Detailed Design? | | | | | | * Attached | |
| Photos / information supporting re-prosecution of line item? | | | | | | * Attached | |
| Report supporting change to/or additional treatment? | | | | | | * Attached | |
| Other? (specify): | |  | | | | * Attached | |
| **Other information:** |  | | | | | | | |

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| **PART 3: Certification** |

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| **Chief Executive Officer / Accountable Officer**  **Name** | | | | |  | |  |  | | | | | | | |
|  | | | | |  | |  |  | | | | | | | |
| **Signature** | |  | | |  | |  | **Date** | | | |  |  |  |  |
|  | |  |  | |  | | |  |  |  | | | | | |  |  |  |  |

**Email the following variation request documents** to [submissions@qldra.org.au](mailto:submissions@qldra.org.au) , cc your RLO:

* *Signed* completed Form 7
* excel Variation Form 4 (current version)
* Scanned signed Variation Form 4 – matching the excel version
* Supporting documents.

**For assistance?**

Queries regarding lodgement of your submission variation should be directed to [submissions@qldra.org.au](mailto:submissions@qldra.org.au), cc to your RLO.

This information is being collected for the purposes of funding, management and reporting of reconstruction activities.  This information is collected pursuant to Part 2, Division 2 of the *Queensland Reconstruction Authority Act 2011*.  The information may be disclosed to the Commonwealth Government and Qld Government agencies, departments and statutory authorities involved with reconstruction activities.