**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

|  |  |
| --- | --- |
| **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:** |  |

|  |
| --- |
| **PART 3: Certification** |

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

**Email the following variation request documents** to 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, 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.