

Construction variation template and register

A variation request and register: origin, cost breakdown, time impact, the contract clause it is directed under, and the approval chain. One row is one variation on one contract, from raised to approved or rejected.

Variation request and register — the example column is Bayside Townhouses (demo), not a real project

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Project	The project the contract belongs to.	Bayside Townhouses (demo)	
Contract	Which contract the variation changes. A variation only means something against a defined scope.	Head contract - construct only	
Variation no.	A number that is never reused. The number is what a claim, an extension-of-time claim and a final account all refer back to.	VO-12	
Date raised	The date the variation was first notified in writing. Contracts set notice periods, and a late notice can cost the entitlement.	2026-08-14	
Raised by	The person and the organisation. A variation raised by the contractor and one directed by the principal are assessed differently.	Project manager, head contractor	
Origin	Client direction, contractor proposal, consultant change, latent condition, statutory requirement, or an RFI response. Origin is the first thing that decides who wears the cost.	Latent condition	
Description of the change	What is being added, removed or changed, in enough detail that someone who was not there can price it.	Rock encountered in the northern basement excavation below RL 11.8, requiring hydraulic hammer, additional cart-away and revised shoring sequence.	
Contract clause reference	Which clause of your executed contract the variation is directed and valued under. AS 4000-1997 and AS 2124-1992 each carry variation and latent-condition clauses; write your contract's own clause number here rather than relying on memory.	Latent conditions and variation valuation clauses of the executed AS 4000-1997 head contract (insert your contract's clause numbers)	

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Cost - labour (ex GST)	Direct labour for the changed work, with the rates the contract allows.	\$6,400.00	
Cost - materials (ex GST)	Materials for the changed work. Quotes attached, not rates asserted.	\$0.00	
Cost - subcontract (ex GST)	Subcontract work in the change, at the subcontractor's quoted price.	\$3,800.00	
Cost - plant (ex GST)	Plant and equipment brought in or held on site for the change.	\$11,200.00	
Overhead and margin (ex GST)	The on-cost the contract allows on a variation, at the contract percentage. If the percentage is not in the contract, it is a negotiation, not an entitlement.	\$2,600.00	
Total cost effect (ex GST)	The sum of the cost lines. A total with no breakdown behind it cannot be assessed, only accepted or refused.	\$24,000.00	
Time impact (working days)	The delay to the date for practical completion, in working days. Zero is a valid answer and should be stated, not left blank.	4	
Extension of time claimed	Whether a separate extension-of-time claim has been lodged for this event, and its number. Cost and time are separate entitlements under most standard forms.	Yes - EOT-03	
Status	Draft, submitted, under assessment, approved, rejected, or withdrawn. A variation with no status is the most expensive kind.	Submitted - awaiting direction	
Assessed by	Who assessed the price and the time. On a superintended contract this is the superintendent's role, not the principal's.	Superintendent	
Approved by	Who holds the delegation to approve at this value. If nobody in the chain has that delegation, the variation is not approved yet.	Not approved at the date of this register	

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Date approved or rejected	The date the decision was made and issued in writing. Undated approvals are the reason final accounts take months.	-	
Notes and attachments	The evidence: quotes, photographs, survey, the RFI or the geotechnical report the change comes from.	Geotechnical report GR-02 shows rock only below RL 11.2. Survey, dated photographs and the excavation subcontractor's quote attached.	

How to use this template

- The demonstration row adds up: \$6,400.00 + \$0.00 + \$3,800.00 + \$11,200.00 + \$2,600.00 = \$24,000.00. It is the same \$24,000.00 the progress claim template shows as the reason a scheduled amount is lower than the amount claimed, because that is exactly how an unapproved variation reaches a claim.
- Origin is the field that decides the argument. Client direction, contractor proposal, consultant change and latent condition are four different entitlement positions, and recording them as one word now saves reconstructing them from email later.
- Cost and time are separate entitlements under the Australian standard forms. Record the days even when the answer is none, so a later extension-of-time claim cannot be built on a blank.
- Standards Australia publishes AS 4000-1997 and AS 2124-1992. This template names the kinds of clause a variation is directed and valued under; it does not reproduce clause text, and it is not a substitute for reading your executed contract.
- General information, not legal advice. Read your own contract and confirm your position with your solicitor.

General information, not legal advice. These templates are a starting structure, not a contract document: read your own contract, and confirm your position with your solicitor before you rely on any of it. Full explainer, sources and a machine-readable copy: <https://upscale.build/templates/construction-variation-template>