

Variation of Works Letter
Section 51A of The Building Act 1984 (as amended)

For the attention of: ClientTitle ClientFullName
(By Email)

Date: TodaysDate

Our Reference: ProjectNumber

Site Address: SiteAddress

Current Description of Works: Proposal

Dear FirstName,

Under the requirements of Section 51A: Variation of work to which initial notice relates, of The Building Act 1984 (as amended), the amended works must be confirmed by the client so that the current description of works is amended, please confirm the following Amended Description of Works:

Amended Description of Works:

Additional Fees = £ 000.00 + VAT

Please note that the additional services including serving the Amendment Notice, amending the statutory documents, reviewing the amended design details and/or inspecting the amended works require the additional fee as follows:

If you are in agreement of the above amended works and additional fees, please print your name(s), date and sign below and return by email to confirm, so we can proceed with serving the statutory Amendment Notice for the above mentioned amended works:

	Client (Person Carrying out the Work):	& Person Authorised on their Behalf (if applies):
Print Name:		
Signature:		
Date:		

Please contact me should you require any further assistance.

Kind regards,



Pauline Mullee BSc (Hons) C.Build E MCABE IEng

Registered Building Inspector

Class 2/4 Technical Manager

Director - Mullee Associates Limited

Registered Building Control Approver

Copied by Email to: Sara Chetcuti (Mullee Associates); PCFullName (PCCompanyName); PDFullName (PDCompanyName)