

CHANGES AND EXTRA COSTS RECORD

ONE COPY EACH — YOU AND THE BUILDER

Agree each change in writing before the work — what, why, price, time and both signatures

KD-HM-CH-007 Rev A0

ABOUT THIS DOCUMENT

- General information, not advice. This explains in general what the law says in England and Wales. It is not legal advice about your own situation, and filling it in cannot promise any result.
- Get help early. For your own situation, speak to a solicitor, or to the Citizens Advice consumer helpline on 0808 223 1133 (or 0808 223 1144 for a Welsh-speaking adviser), Monday to Friday 9am to 5pm. For anything to do with a shared wall, speak to a party wall surveyor.
- Scotland and Northern Ireland: the consumer rights described here also apply there; for advice, contact Advice Direct Scotland on 0808 164 6000, or Consumerline in Northern Ireland on 0300 123 6262.
- What a change is. Any work added, taken away or done differently from your contract — and any change to the price or the finish date. Builders often call it a "variation".
- Agree it before the work is done. The Federation of Master Builders (FMB) says: "Agree any changes in writing, including the impact on price and timescale, before additional work goes ahead wherever possible." Ask the builder for a written price for the change (builders use documents such as KD-CA-VQ-002) and keep it with the change. Put payments for changes on KD-HM-PS-006.

1 THE JOB

BUILDER (BUSINESS NAME)	BUILDER ADDRESS AND PHONE	CONTRACT OR QUOTATION REF
PROPERTY ADDRESS	THE WORK, IN A FEW WORDS	
CONTRACT SUM £ (INCLUDING VAT)	FINISH DATE IN THE CONTRACT	WHAT THE CONTRACT SAYS ABOUT CHANGES

2 WHY WRITTEN CHANGES MATTER

What your builder says or writes to you about the builder or the work, and you take into account when deciding to go ahead or when making a later decision about the work, is treated as part of your contract (Consumer Rights Act 2015 s.50(1)). It is read together with anything the builder said or wrote at the same time that qualified it (for example "subject to what we find under the floor"), and with any change you both expressly agree (s.50(2)). A change written down and signed by you both is a clear record of what was agreed.

If neither your contract nor anything the builder said or wrote to you fixes a price or says how it will be worked out, you pay a reasonable price for the work, and no more; what is reasonable is a question of fact (s.51).

Citizens Advice's guidance on quotes is that a trader can't charge more than the quote unless there is a good reason — for example, they told you they needed to do extra work and you agreed to pay more, or the price in the quote was an obvious mistake — which, it says, "generally means that most people would see this mistake". It also says: "They can't charge you more if their costs have gone up since they did the quote." This is guidance, not the wording of the law. Your contract's own terms on changes also apply.

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C1 CHANGE 1 — AGREE AND SIGN BEFORE THE CHANGED WORK STARTS

DATE RAISED	ASKED FOR BY	BUILDER'S PRICE FOR THE CHANGE — REF	PHOTO OR DRAWING REFS
WHAT CHANGES			
WHY			
☐ Fixed price for the change	☐ Price worked out a stated way	☐ No change to the price	
PRICE EFFECT £ INCL. VAT (+ OR -)	HOW IT IS WORKED OUT (IF NOT A FIXED PRICE)	MOST IT CAN COST	
TIME EFFECT	NEW FINISH DATE	ANYTHING ELSE AFFECTED	
Agreed by both of us before the changed work starts:			
HOMEOWNER — PRINTED NAME	HOMEOWNER — SIGNATURE	DATE	
BUILDER — PRINTED NAME	BUILDER — SIGNATURE	DATE	

C2 CHANGE 2 — AGREE AND SIGN BEFORE THE CHANGED WORK STARTS

DATE RAISED	ASKED FOR BY	BUILDER'S PRICE FOR THE CHANGE — REF	PHOTO OR DRAWING REFS
WHAT CHANGES			
WHY			
☐ Fixed price for the change	☐ Price worked out a stated way	☐ No change to the price	
PRICE EFFECT £ INCL. VAT (+ OR -)	HOW IT IS WORKED OUT (IF NOT A FIXED PRICE)	MOST IT CAN COST	
TIME EFFECT	NEW FINISH DATE	ANYTHING ELSE AFFECTED	
Agreed by both of us before the changed work starts:			
HOMEOWNER — PRINTED NAME	HOMEOWNER — SIGNATURE	DATE	
BUILDER — PRINTED NAME	BUILDER — SIGNATURE	DATE	

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C3 CHANGE 3 — AGREE AND SIGN BEFORE THE CHANGED WORK STARTS

DATE RAISED	ASKED FOR BY	BUILDER'S PRICE FOR THE CHANGE — REF	PHOTO OR DRAWING REFS
WHAT CHANGES			
WHY			
☐ Fixed price for the change	☐ Price worked out a stated way	☐ No change to the price	
PRICE EFFECT £ INCL. VAT (+ OR -)	HOW IT IS WORKED OUT (IF NOT A FIXED PRICE)	MOST IT CAN COST	
TIME EFFECT	NEW FINISH DATE	ANYTHING ELSE AFFECTED	
Agreed by both of us before the changed work starts:			
HOMEOWNER — PRINTED NAME	HOMEOWNER — SIGNATURE	DATE	
BUILDER — PRINTED NAME	BUILDER — SIGNATURE	DATE	

C4 CHANGE 4 — AGREE AND SIGN BEFORE THE CHANGED WORK STARTS

DATE RAISED	ASKED FOR BY	BUILDER'S PRICE FOR THE CHANGE — REF	PHOTO OR DRAWING REFS
WHAT CHANGES			
WHY			
☐ Fixed price for the change	☐ Price worked out a stated way	☐ No change to the price	
PRICE EFFECT £ INCL. VAT (+ OR -)	HOW IT IS WORKED OUT (IF NOT A FIXED PRICE)	MOST IT CAN COST	
TIME EFFECT	NEW FINISH DATE	ANYTHING ELSE AFFECTED	
Agreed by both of us before the changed work starts:			
HOMEOWNER — PRINTED NAME	HOMEOWNER — SIGNATURE	DATE	
BUILDER — PRINTED NAME	BUILDER — SIGNATURE	DATE	

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C5 CHANGE 5 — AGREE AND SIGN BEFORE THE CHANGED WORK STARTS

DATE RAISED	ASKED FOR BY	BUILDER'S PRICE FOR THE CHANGE — REF	PHOTO OR DRAWING REFS
WHAT CHANGES			
WHY			
☐ Fixed price for the change	☐ Price worked out a stated way	☐ No change to the price	
PRICE EFFECT £ INCL. VAT (+ OR -)	HOW IT IS WORKED OUT (IF NOT A FIXED PRICE)	MOST IT CAN COST	
TIME EFFECT	NEW FINISH DATE	ANYTHING ELSE AFFECTED	
Agreed by both of us before the changed work starts:			
HOMEOWNER — PRINTED NAME	HOMEOWNER — SIGNATURE	DATE	
BUILDER — PRINTED NAME	BUILDER — SIGNATURE	DATE	

C6 CHANGE 6 — AGREE AND SIGN BEFORE THE CHANGED WORK STARTS

DATE RAISED	ASKED FOR BY	BUILDER'S PRICE FOR THE CHANGE — REF	PHOTO OR DRAWING REFS
WHAT CHANGES			
WHY			
☐ Fixed price for the change	☐ Price worked out a stated way	☐ No change to the price	
PRICE EFFECT £ INCL. VAT (+ OR -)	HOW IT IS WORKED OUT (IF NOT A FIXED PRICE)	MOST IT CAN COST	
TIME EFFECT	NEW FINISH DATE	ANYTHING ELSE AFFECTED	
Agreed by both of us before the changed work starts:			
HOMEOWNER — PRINTED NAME	HOMEOWNER — SIGNATURE	DATE	
BUILDER — PRINTED NAME	BUILDER — SIGNATURE	DATE	

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NO.	WHAT CHANGED (SHORT)	SIGNED ON	PRICE £ (+/-)	TIME EFFECT	RUNNING TOTAL £	BOTH SIGNED?
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4 PRICE RISES YOU DID NOT AGREE

Write it down the same day: what the extra charge is for, how much, who said it and how, and what you said back. Keep any email, text or invoice.

NO.	DATE	EXTRA CHARGE FOR	AMOUNT £	WHO, AND HOW	WHAT WAS SAID	REPLY SENT
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5 COMPLETED BY

HOMEOWNER — PRINTED NAME

SIGNATURE

DATE _____

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-14	first-issue	First issue.	— not yet approved —
A0	2026-09-14	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.