# Change of circumstances form

NDIS participants, and people awaiting access decisions, can provide change of circumstance details using this form.

## What is a change of circumstance?

You must tell the NDIA if something happens or is likely to happen that affects, or might affect, your access request, status as a participant, or plan. This may include any **significant** changes to your:

* disability support needs
* informal support arrangements
* compensation status (for example, you apply for, receive, or are entitled to compensation for injury)
* living arrangements (for example, you plan on moving, or have moved, house, overseas or permanently into aged care residential accommodation).

**Note:** For participants, a change of circumstances does not necessarily require a plan review. However, should the participant wish to request a plan review, they can do so by contacting the NDIA in any of the following ways.

## How do I let the NDIA know?

There are three ways you can let the NDIA know about your change of circumstances:

### In writing

You can tell us about changes in writing to either of the following addresses:

* Email: [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)
* Mail: NDIA, GPO Box 700, Canberra ACT 2601

### By phone

You can tell us about changes over the phone by calling:

* 1800 800 110
* TTY: Ph. 1800 555 677 and ask for 1800 800 110 or your local office
* Speak and listen (speech to speech relay): Ph. 1800 555 727 and ask for 1800 800 110 or your local office.
* Your local Area Coordinator (LAC) Office

### In person

You can tell us about changes in person by visiting:

* Your local NDIA office
* Your LAC Office

## Part A: Person’s current details

If the **participant** or **person requesting access to the NDIS (prospective participant)** is completing this form, record the current details in the table below.

When you have completed Part A, proceed to **Part C** to let us know when your change of circumstances happened, or is likely to happen.

If you are completing this formon behalf of a personunder 18 years, for whom you have **parental responsibility**, or a person from whom you are a **legal guardian** or **authorised representative,** complete Part A then proceed to **Part B**.

| **Requested details** | **Current details** |
| --- | --- |
| Name |  |
| NDIS number |  |
| Date of birth |  |
| Current postal or residential address |  |
| Current phone (Home) |  |
| Current phone (TTY) |  |
| Current phone (Mobile) |  |
| Current email |  |
| Current local NDIS site |  |
| Current LAC Office |  |

## Part B: Parent, legal guardian or representative

Only complete Part B if you are completing this formon behalf of a person under 18 years, for whom you have **parental responsibility**, or a person from whom you are a **legal guardian** or **authorised representative**. You may need to provide information to confirm you are authorised to represent the person.

| **Requested details** | **Representative details** |
| --- | --- |
| Name |  |
| Relationship to the person in Part A |  |
| Postal or residential address |  |
| Phone (Home) |  |
| Phone (TTY) |  |
| Phone (Mobile) |  |
| Email |  |

## Part C: When did (or will) the change happen?

Complete Part C to let the NDIA know the date the change happened, or is likely to happen, and whether it is a permanent or temporary change. If the change is temporary also record the date when the change will, or is likely to, end.

| **Requested details** | **Details of change** |
| --- | --- |
| Permanent or temporary change |  |
| Start date |  |
| End date (temporary changes only) |  |

## Part D: Change to contact details

Complete Part D to let the NDIA know your new contact details. You do not need to record any details already recorded in Part A.

| **Requested details** | **What are your new contact details?** |
| --- | --- |
| New postal or residential address (Include number, street, suburb, state, postcode and country) |  |
| New phone (Home) |  |
| New phone (TTY) |  |
| New phone (Mobile) |  |
| New email |  |

## Part E: Other changes

Complete Part E to let the NDIA know about other changes in your circumstances. These changes may affect your NDIS plan and supports, or your access request.

| **Type of change** | **New details** |
| --- | --- |
| My informal supports and/or living arrangements have changed. |  |
| My employment has changed. |  |
| My financial arrangements have changed. |  |
| My disability support needs have changed. |  |
| My health and wellbeing have changed. |  |
| Other (please tell us) |  |

**Note:** If you are **requesting a plan review** please complete the **Request for plan review** form.

## Part F: Signature

In signing this form, I certify the information provided in this form is true and correct.

| **Requested participant or representative signed authority** | **Provided authority** |
| --- | --- |
| Signature |  |
| Name |  |
| Date |  |