

Plan variation request form

You can use this form to ask us to vary your current plan.

A **plan variation** is when we make changes to your current plan. We can vary your current plan for minor changes that don't impact your ongoing disability support needs. For example, to change your funding periods or how your funding is managed. We can also vary your plan if you need urgent, short-term funding or once-off support, like to replace your assistive technology.

To help us make a decision, you can give us information or evidence to support your plan variation request.

Learn more about plan variations in [Our Guideline – Plan variations](#).

A plan variation is one type of plan change. You can also ask for a plan reassessment. A **plan reassessment** is when you need a new plan.

We can reassess your plan if your current plan doesn't meet your disability support needs because of a significant and ongoing change. This could be because of a change to your functional capacity or a change to your personal situation or environment.

If you need to ask for a plan reassessment, you need to use the [Plan reassessment request form](#). Learn more about asking for a plan reassessment in [Our Guideline – Plan reassessments](#).

You don't need to complete this form to change your personal information, like your contact details or address. You can [contact us](#) to do this.

If you don't agree with a decision we've made about your plan, you don't need to complete this form. You can ask us to [review our decision](#).

If you need support to complete this form or don't know which type of plan change to ask for, you can contact us. We can support you to:

- understand the difference between a plan variation and a plan reassessment
- make an informed decision about the right plan change request for your situation
- complete this form.

Contact us

If you need support to complete this form, contact us in any of the ways listed below:

- call us on **1800 800 110**
- talk to your my NDIS contact or visit your local office in person
- submit an enquiry through our [service hub](#).

Who can use this form

If you're a participant, complete this form to ask us to vary your plan.

If you're **not** the participant, you can ask for a variation if:

- you're the plan nominee
- the participant is a child and you're the child representative
- you've been given consent to ask for a plan variation on behalf of the participant. Learn more about [how to give consent](#).

If you don't have consent to request a plan variation but think a participant might be at risk because of a change to their support needs, you can contact us to let us know.

How to return this form

You can return this form to us by:

- submitting a new enquiry through our [service hub](#). Make sure you upload this form to the enquiry.
- mail to: NDIA, GPO Box 700, Canberra ACT 2601
- in person: visit a local area coordinator, early childhood partner or NDIS office in your area.

Part A: Participant details

Please complete **Part A** with your details.

If you're not the participant, please complete the participant's details below and complete **Part B** with your details.

Question	Answer
Full name	
Date of birth	
NDIS number	
Preferred contact details This could be a phone number or email address.	

Participant address information:

Question	Answer
Street name and number	
City / town	
Postcode	
State	

Part B: Third party details

If you're the participant, don't complete this section. You can go straight to **Part C**.

Complete this section if you're not the participant. Learn more about [who can use this form](#).

Question	Answer
Full name	
Date of birth	
Contact phone number	
Relationship to participant in Part A	☐ I'm the plan nominee ☐ I'm the child representative ☐ The participant has given consent for me to ask for a plan variation.

Part C: Plan variation

Please complete **Part C** to ask for a plan variation. To learn about plan variations, go to [Our Guideline – Plan variations](#).

The two questions below are optional. If your request is not urgent, continue to Reason for your plan variation request questions.

Question	Answer
If this is an urgent request, please tell us why:	☐ My health and wellbeing is at risk ☐ My living arrangements are at risk ☐ My informal supports are at risk or can't support me ☐ I am at risk of harm
Please tell us more about the urgent request:	

Reason for your plan variation request

Select all changes to your plan. Then, complete all sections relevant to your request.

Question	Answer
What change or changes to your plan are you asking for? Select all that apply.	☐ fix a small or technical error in my plan – complete section 1 ☐ change my reassessment date – complete section 2 ☐ change how my funding is managed – complete section 3 ☐ change the funding periods or funding components in my plan – complete section 4 ☐ update who needs to provide a support or how it needs to be provided – complete section 5 ☐ change the total funding amount in my plan. If you select this option, please tell us why:

Question	Answer
	☐ I need urgent, temporary funding – complete section 6 ☐ I need an increase in my existing Assistive Technology (AT), Home Modifications or Vehicle Modifications funding – complete section 7 ☐ I'm giving the NDIA the information, quotes or reports requested – complete section 8

1: Fix a small or technical error in my plan

Question	Answer
Please describe the small or technical error in your plan:	

2: Change my plan reassessment date

Question	Answer
How would you like your plan reassessment date changed?	
Why do you need to change your plan reassessment date?	

3: Change how my funding is managed

Question	Answer
I would like a registered plan manager to manage my supports. Note: your registered plan manager may request a copy of some or all your plan so they can support you.	All supports Specific supports - please list supports below:
I would like to self-manage my supports:	All supports Specific supports - please list supports below:
I would like the Agency to manage my supports:	All supports Specific supports - please list supports below:
Please tell us why you'd like to change how your funding is managed:	

4: Change my funding periods or funding components

Question	Answer
I'd like to change: Note: select all that apply.	☐ the length of my funding periods ☐ how my funding is spread across my funding periods ☐ the funding components in my plan
Please describe the change you're asking for:	
Why do you need this change?	

5: Update who needs to provide a support or how it needs to be provided

Question	Answer
Which NDIS support is this about?	
Please describe the change you're asking for:	

6: I need urgent, temporary funding

Question	Answer
Why do you need urgent funding? Note: please select all that apply.	My support needs have changed significantly because of a change to my: ☐ functional capacity ☐ living arrangements ☐ informal supports OR I have a short-term need for more or different supports in one or more of these specific areas: ☐ work or study ☐ capacity building ☐ a life transition
Please tell us about the change to your situation and how it impacts your need for NDIS supports:	
The urgent funding is for:	☐ supports for a specific period of time. For example, a family member who supports you every day has suddenly gone into hospital, and you need more NDIS supports while they can't support you. ☐ a once-off support. For example, if a sudden change in your mobility means you urgently need a wheelchair.

Question	Answer
Do you know how long this change is expected to impact your need for NDIS supports? Note: for a once-off support, you don't need to complete this question.	☐ No ☐ Yes. Please tell us how long you expect your support needs will be impacted:
Have you attached evidence to help us understand why you need this change to your plan?	☐ Yes ☐ No - Please tell us why you haven't given us evidence:

7: I need an increase to my existing Assistive Technology (AT), Home Modifications or Vehicle Modifications funding

Question	Answer
Please tell us about your situation:	
Why do you need more funding?	☐ I need funding for replacement, repair or maintenance of my assistive technology (AT). ☐ I need an adjustment to my funding for my home modifications, vehicle modifications or AT because I have a new report or quote.
Which NDIS supports does this impact?	

Question	Answer
Have you attached evidence help us understand why you need this change to your plan?	☐ Yes ☐ No - Please tell us why you haven't given us evidence:

8: I'm giving the NDIA the information, quotes or reports requested

Question	Answer
What information are you giving us?	
Have you attached any other evidence or information?	☐ No ☐ Yes - Please tell us about your other evidence:

Part D: Your declaration

I confirm that the information provided in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence
- this information is protected by law and can only be given to someone else where Commonwealth law allows, or requires it, or where I give permission.

Please sign below.

Question	Answer
Full name	
Date	
Signature	

Learn about how we protect your [privacy and information](#) on our website.

Next Steps

When we receive your form, we'll:

- check we have the information we need to make our decision. If we don't have enough information, we'll contact you to let you know.
- if we agree to your variation request, we'll work with you to complete a plan variation.

When you ask for a **plan variation**, we need to make a decision or let you know we need more time within **21 days** of receiving your request. If we need more time, we may ask you for more information to help us make our decision. When we make a decision, we'll let you know in writing.