



# Form

## Request for a Review of a Decision

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The content of this document is **OFFICIAL**. You can use this form when:

- we have told you about a decision we have made
- you do not think our decision is right and want to ask for a review
- you are directly affected by the decision
- this request is within **3 months** of the decision
- the decision is one that is reviewable under the law for the NDIS.

Check the **‘Our Guidelines’** website ([ourguidelines.ndis.gov.au](http://ourguidelines.ndis.gov.au)) to get more information about the decisions we can review and who can ask for a reviews of these decisions. Select **‘Reviewing our Decisions’** to read more.

### How to use this form:

If you are the **applicant** or **participant**, complete **Part A**, **Part C** and **Part D**.

You can ask someone to complete this form for you but must let us know that they have your permission **before they can do this**, by:

- calling us
- sending us a letter or email
- sending us a completed [Consent for a Third Party to Act on Behalf of a Participant form](#) from the **‘Consent forms’** website.

Then they can complete **Part A**, **Part B**, **Part C** and **Part D** for you. We can't accept a form from someone on your behalf without your permission.

### How do I return this form to the NDIA?

There are a few ways you can return this form to us:

- **Email:** [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)
- **Mail:** NDIA, GPO Box 700, Canberra ACT 2601
- **In person:** Visit a **Local Area Coordinator**, **Early Childhood Partner** or **NDIS office** in your area.



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You can also ask for a review by contacting us in any of the ways listed above. You do not need to complete this form to ask for a review of a decision.

If you would like us to consider any **new evidence**, such as medical or therapy reports, please send them with this form.

### Next steps

We aim to complete a review of decision within **90 days** from the day we receive your request. Find out more about our [Participant Service Guarantee](#). If this isn't possible, we will contact you to explain why we need more time, and let you know when we'll make a decision.

### Part A: Person's details

Please complete **Part A** with the details of the applicant or participant.

Full name	
Date of birth	
NDIS number	
Preferred contact details (phone number, email address, etc.)	

### Part B: Third party details

Please complete **Part B** if you are completing this form on behalf of the applicant or participant.

You can ask for a review of a decision for someone else if you can provide evidence that:

- you have **parental responsibility** for them;
- you are their **legally authorised representative or legal guardian**; or
- they have let us know that they asked you to do this (see [How to use this form](#)).



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Full name	
Date of birth	
Contact phone number	
Relationship to <b>Person in Part A</b> e.g. child representative, advocate, nominee	

### Part C: Information about your request

Please complete **Part C** to give us more information about the reason for your request.

<p>What was the <b>date</b> of this decision?</p> <p>Remember, you need to ask for a review within <b>3 months</b> of our decision.</p>	
<p>What decision were you <b>expecting</b>?</p> <p>(If you are requesting a review of the supports funded in your plan please include details of the supports you are seeking)</p>	
<p><b>Why</b> do you think we should make a different decision?</p>	
<p>Is there any <b>information</b> you have given us that you'd like us to reconsider?</p> <p>Is there any <b>new evidence</b>, such as medical or therapy reports you would like us to consider? If so - please send them with this form.</p>	



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## 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.

Full name	
Signature	
Date	

## Privacy and your personal information

### Collection of your personal information

The National Disability Insurance Agency (NDIA) would like some personal information from you to simplify your engagement with the NDIS. Any personal information you provide to the NDIA is safe under the National Disability Insurance Scheme Act 2013 and the Privacy Act 1988. You can also ask to see what personal information (if any) we hold about you at any time and can seek correction if the information is wrong.

### Personal information use and disclosure

The NDIA will use your information to support your involvement in the NDIS.

The NDIA will NOT use any of your personal information for any other purpose or disclose your personal information to any other organisations or individuals (including any overseas recipients), unless authorised by law or you provide your consent for us to do so.

### The NDIA's privacy policy describes

- how we use your personal information.
- why some personal information may be given to other organisations from time to time.
- how you can access the personal information we have about you on our system.



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- how you can complain about a privacy breach, and how the NDIA deals with the complaint.
- how you can get your personal information corrected if it is wrong.

You can read the policy at the [www.ndis.gov.au/privacy](http://www.ndis.gov.au/privacy).

### Personal information storage

The NDIA uses an Australian Government computer system to store personal information. System users, other than NDIA staff, may at times be able to see your name when they perform program duties, however they can't record, use or disclose information, and they will not know if you become an NDIS participant. State or territory government officials may also have personal information access as part of the agreement between governments to assist the states and territories in their NDIS evaluation.