



How Do I Access the NDIS in WA?

This fact sheet is for people who are new to disability support in WA, not currently accessing state-funded disability supports.

Step 1



Complete the NDIS Access Request Form

To obtain an 'Access Request Form' CALL 1800 800 110

OR visit your nearest NDIS office.

(WA Head Office is located at 78-80 Railway Parade Midland).

You can check the access requirements by visiting the NDIS website

www.ndis.gov.au or by contacting them on the above details.

Step 2



Provide Supporting Documentation

When you complete the 'Access Request Form', you may need to provide additional documentation such as:

- Evidence of disability or permanent impairment via medical/ allied health assessment reports confirming the diagnosis and the functional impact on daily life
- A copy of your passport or birth certificate
- Proof of address such as a current Driver's Licence or utility bill

You may ask someone to help you with this, such as a friend, family member or advocate. Return the completed form to the postal or email address provided on the form, or take it to your local NDIA office in person.

Step 3



Eligibility

The NDIA must respond to a valid Access Request Form within 21 days. In some cases the NDIA may request more documents, assessments or evidence which means it may take longer for the request to be assessed.

While you are waiting for eligibility to be confirmed, you may wish to contact organisations who can help you with preparing for the NDIS planning meeting.

Step 4



Individualised Planning Support Commences

Once eligibility is confirmed, an NDIA Representative will contact you to arrange the NDIS planning meeting. The NDIA representative will work with you to develop an individualised support plan. You can ask someone to support you with this, such as a friend, family member, carer or advocate.

Once approved, Individual Plans are usually in place for 12 months.