



Time Change Request Form

Please read before completing this form:

- This form only applies to call times which are requested to be changed **no more than one hour** either side of the current commissioned call time
- ALL details need to be completed within this form in order for the time change to be considered.
- The call time is not to be amended by the provider until the updated service delivery plan (SDP) has been received.
- If you are requesting multiple time changes for the same service user, please detail them all within one form
- Each service user who requires a time change will need their own individual form
- Please send this completed form via the secure portal titled 'Time Change Request' to brokerage.information@stoke.gov.uk and electronic.monitoring@stoke.gov.uk

(1) About the Service User:

Name of Service User:	
P Number:	
Address of Service User:	
Does this service user receive a split package with another care provider?	Yes / No
Does this service user receive single calls or double up calls?	Single / Double

(2) Provider details:

Provider name:	
Name of person completing this form:	
Date that this form was completed:	
Please confirm that this time change request has been authorised by the registered branch manager?	Yes / No

(3) About the Time Change

Current care package details, including call times and durations:	
Which call time(s) are you requesting to change?	
Proposed new call time(s):	

