

Private Health Facility Checklist – For New Facilities, Alterations or Extensions

In accordance with Part 10 and Part 10A of the *Health Care Act 2008* (the Act) the Minister for Health and Wellbeing has powers to grant a licence to provide prescribed services at a private health facility. Part 10 of the Act applies to private hospitals (defined as premises which provide health services to persons on a live-in basis). Part 10A of the Act applies to private day procedure centres, that admit and discharge patients on the same day.

Applications are submitted via an online form and reviewed using a standardised approach. Design approval is the first stage of a licensing application assessment.

Completion of a design approval involves the following steps:

- The application must be submitted via an online form, this is the only format in which an application is accepted. Online applications must be submitted in full within 14 days of commencement, or the form will be deleted.
- Applications that are submitted but incomplete, will have 90 days to be complete or will be closed and a new application must be submitted.
- A Health Facility Licensing Officer (HFLO) is assigned the application as the primary point of contact.
- Timeline:
 - An invoice is forwarded for payment by the applicant within 14 days. If the invoice is not paid within 14 days the application will be closed.
 - Fitness and propriety documents and an Accountant's Statement are forwarded to the applicant and must be completed and returned prior to design approval being granted.
 - Applications will not be assessed until payment is received.
 - Architectural plans are assessed against the Australasian Health Facility Guidelines (AusHFG), Australian Standards and the National Building Code/Building Code of Australia. This takes approximately 90days.
 - Once design approval is given, building works must commence within 12 months, or design approval is revoked. All building works must be completed within 3 years of approval, or, a new application is required.

NB: Changes to the plans at any time following design approval must be submitted for review to ensure that the plans used at the final inspection are current.

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Checklist of all documents required for New Licence, Alteration or Extension applications

APPLICATION	TICK
<p>Architectural Plans Based on but not limited to AusHFG; Australian Standards; National Building Code/Building Code of Australia, drawings must include:</p> <ul style="list-style-type: none"> • Floor Plans - to include name of room and room size • Elevations • Foundation Plans • Reflected Ceiling Plans • Sectional Views • Electrical Plans • Mechanical Ventilation Plans • Hydraulic Plans • Construction and Architectural Details • Flow of patients through the floor plan of the facility • Flow of equipment and waste from delivery to disposal (dirty to clean spaces) • Reprocessing Plant and Equipment • Clearances required for SAAS ambulance vehicles with a dedicated undercover ambulance bay • Letter from a health planner/architect outlining all departures from the AusHFG with rationales that ensure patient safety and access 	
<p>Fitness and Propriety Checks - for new premises and transfer of licence</p> <p>For a new licence application, Health Facility Licensing may request some, or all of the following documentation for ALL directors, executive and non-executive members, board members and officer.</p> <ul style="list-style-type: none"> • Summary of business history • National Police Clearance • Australian Securities and Investments Commission (ASIC) company extract • An organisational chart of the company structure for the private health facility • A statement by an accountant to confirm the financial capacity to operate the licensed private health facility (provided by Health Facility Licensing) • Parent company agreement to provide financial support (not required for an independently funded application). 	