

Licensing of Non Emergency Patient Transport Providers

Approval in Principle

Who should apply for an Approval in Principle?

- Any person wanting to operate a new Non-Emergency Patient Transport company.

What is required to apply for an Approval in Principle?

- Approval in Principle application form - (Schedule 4 NEPT regulations)
- ASIC registration of business – can be verified at www.asic.gov.au
- For all persons, directors and company officers who may exercise control over the service to which the application relates:
 - Details of relevant professional qualifications and curriculum vitae
 - The names and contact details of two professional/ business referees
- Certificate of business name, issued by the Office of Business and Corporate Affairs
- Completed self-audit tool
- Quality plan indicating how quality accreditation is to be achieved
- Infection control management plan

What happens after an application is made?

- On receipt of all of the requirements previously listed and the [application fee](#):
 - All information submitted from proposed NEPT organisation is verified.
 - Insolvency Trustee Service Australia check of all directors and company officers (obtained from www.itsa.gov.au)
 - Review of self-audit tool, quality and infection control plans undertaken by the Private Hospitals Unit
- The Department may interview the proprietor(s) regarding their application and how they intend to manage and operate the NEPT company.
- The Department has 60 days after receiving a complete application to inform the applicant of a decision or;
- The Department may request additional information, if this happens then the Department must provide a response within 28 days of receiving the requested additional information.

When the application has been considered and deemed to meet the relevant criteria, the Department will grant the application and issue an Approval in Principle certificate. The AIP certificate will state:

- the name of the person to whom it is issued
- any conditions to which it is subject
- types of vehicles for which the approval is granted
- the classes of non-emergency patient transport services for which the approval is granted

- the period during which the approval continues in force (being one year or, if the Secretary considers it appropriate that the period be longer or shorter, the period so specified by the Secretary)