

Licensing of Non Emergency Patient Transport Providers

Transfer or Variation of Approval in Principle

Who should apply for a variation or transfer of an Approval in Principle?

- The current holder of the AIP certificate should apply for a variation if the details on the AIP certificate or any conditions listed on the AIP certificate need to be changed.
- The current holder of the AIP certificate should apply if the AIP is to be transferred to another person

What is required to vary or transfer an Approval in Principle?

- Variation or Transfer of an Approval in Principle application form - (Schedule 5 NEPT regulations)
- If any of the following details are to change as a result of the variation or transfer , then updated information will be required in the following areas where applicable:
 - ASIC registration of business if this is different to AIP – 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 (if not already accredited) or details of quality accreditation.
 - 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 may grant the transfer or variation of the Approval in Principle. At this time the person who possess the certificate of AIP must produce the certificate to the Secretary for endorsement by the Secretary of the particulars of the variation or transfer.