

Licensing of Non Emergency Patient Transport Providers

Renewal of a Licence

Who should apply to renew a NEPT licence?

- Any person operating a NEPT company that is currently licensed, where the licence is due to expire in the next 90 days

What is required to apply for renewal of a NEPT licence?

- Renewal of Licence application form - (Schedule 2 NEPT regulations)
- ASIC registration of business – which 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)
- 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
- A Senior Nurse Advisor will contact your organisation to arrange a site inspection
- Following the site inspection you will be provided with a written report, indicating if any action needs to be taken prior to your licence application proceeding.
- 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 renew the NEPT Licence. The licence 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 date on which the licence expires
- any other prescribed matter