

Licensing of Non Emergency Patient Transport Providers

Variation of a Licence

Who should apply for a transfer or variation of a NEPT licence?

- The current holder of the NEPT licence should apply for a variation if the details on the Licence or any conditions listed on the Licence need to be changed.

What is required vary a NEPT licence?

- Licence variation application form - (Schedule 3 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) or quality accreditation details.
- Infection control management plan

(*If the above details are unchanged from the information submitted at time of the most recent licence application there is no requirement to resubmit this information, however please indicate that this is the case within your application.)

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 you 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 issue a variation to the NEPT Licence. The licence will be endorsed to indicate the variation that has been granted.