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| Renewal of Registration – Factsheet |
| Health service establishments |

# Important Information for Renewal of Registration

### Fee for renewal of registration

The prescribed fee is set by the *Health Services (Health Service Establishments) Regulations 2013* and is indexed annually. The fee for renewal of registration ranges from $5,288.70 to $16,978.80 depending on the number of beds operated by the facility or service.

For information on the correct fee for your facility or service please visit the [Private Hospitals – Fees](https://www2.health.vic.gov.au/hospitals-and-health-services/private-hospitals/registration-fees) website page.

A valid application submitted to the Department of Health and Human Services (the department) is required on or before 31 March 2019.

### How to avoid a late penalty fee

Should the Schedule 5 application and payment of the prescribed fee not be received by the end of the current financial year, a penalty of 50 per cent will be applied as per the *Health Services Act 1988* (the Act). The department will send an invoice for the additional fee.

In order to avoid a penalty, please submit:

* Schedule 5 application renewal form, completed and signed;
* the application fee;
* supporting documents and any documents that are available as soon as possible. Any remaining documents can be forwarded when they become available;
* police checks. The department recommends applying early to allow sufficient time for processing with the contractor (refer police checks information below); and
	+ current accreditation certificate and most recent accreditation report in electronic version.

While any monies and/or supporting documents remain outstanding to the department, applications for renewal of registration cannot be processed.

### Supporting documents

Under section 89 of the Act, the Secretary (or the delegate) must consider a number of factors in deciding whether to renew the registration of a health service establishment.

The Private Hospitals Unit has prepared application guideline for renewal of registration (copy enclosed). Please read the guideline carefully and ensure all forms are completed and returned, as well all information requested.

### Police checks

Police checks are required for sole proprietors, partnerships, all company directors or board members. Obtaining police checks is often a source of delay in processing and finalising renewal applications. In order to reduce these delays:

1. Lodge police check applications as a matter of priority. It is recommended that police check applications are lodged on-line through a nationally accredited agency. Applicants who are unsure about who requires police checks for the renewal application, should contact the Private Hospitals Unit on (03) 9096 2164.
2. The department will only accept certified copies of police check certificates obtained in the past twelve (12) months. Please refer to the guideline for further information.
3. If a police check application is lodged through Victoria Police, they will only do checks for Victorian residents. If there are directors or board members residing in other states, they must apply for their police check with that state or through a national accredited agency.

Directors who are overseas must provide a police check from the country they reside in during the past ten (10) years.

## Send the completed form

Please send the completed applications to Private Hospitals privatehospitals@dhhs.vic.gov.au

or by post to:

The Manager
Private Hospitals
Department of Health & Human Services
GPO Box 4057
MELBOURNE VIC 3001

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