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| Schedule 2 |
| Application for variation or transfer of certificate of Approval in Principle to operate a NEPT service April 2016 |

# Schedule 2 – Application for variation or transfer of certificate of Approval in Principle to operate a Non-Emergency Patient Transport (NEPT) Service

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| SECTION A |
| 1. Full name of applicant (AIP certificate holder) |       |
| 2. Postal address of applicant |       |
| 3. Contact details for this application | Name |       |
| Phone |       |
| Mobile |       |
| Email |       |
| SECTION B |
| 1. The name (or proposed name) of the NEPT service, its street address and municipal district in which the business is to be located: | Name of NEPT service |       |
| Address |       | P/code |       |
| Municipal district |       |
| 2. This application is for approval in principle for: | [ ]  variation of the certificate of approval in principle or any condition to which it is subject; or[ ]  transfer of the certificate of approval in principle to another person |
| 3. Reason for the proposed variation |       |

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| SECTION B (cont) |
| 4. If the application relates to the transfer of the certificate to another person, please include contact details for that person: | Name |       |
| Phone |       |
| Mobile |       |
| Email |       |
| 5. If the transferee is a body corporate, the name and address of any director or officer of the body corporate who may exercise control over the NEPT patient transport service |       |  |

Signature of applicant

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| Name of each signatory (in BLOCK LETTERS) |       |
|       |
|       |
|  |  |
| Date | Click here to enter a date. |

NOTES:

(a) This application should be posted to:

 The Manager

 Private Hospitals Unit

 Private Hospitals Branch

 Department of Health and Human Services

 GPO Box 4541

 MELBOURNE VIC 3001

(b) The application must be accompanied by:

1. the prescribed fee. Refer to the table available at the following web link [NEPT fees](https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care/ambulance-and-nept/non-emergency-transport/applying-to-be-nept/nept-licensing-fees)

 **and**

(ii) the documents listed in the applicable guide. [Guidelines](https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care/ambulance-and-nept/non-emergency-transport/applying-to-be-nept/nept-forms) for assisting with the completion of applications are available either from the Private Health Services Regulation Unit or can be downloaded from the Unit’s internet site at [www.health.vic.gov.au/nept](http://www.health.vic.gov.au/nept)

Further information can be obtained from the Private Hospital Unit on +61 (3) 9096 2164.

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