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| Guideline for Variation of Approval in Principle (AIP) |
| Health service establishments |

# Guideline for application for variation of certificate of AIP

## What if plans change during construction?

Construction of a health service establishment must be conducted in accordance with the Certificate of AIP. Should it become necessary to deviate from the approved plans, an application for variation of AIP must be submitted to the Department of Health and Human Services (the department).

## What is assessed when an application for AIP is made?

The department assesses an application for a variation or transfer of certificate of AIP in accordance with the criteria detailed in section 74 of the *Health Services Act 1988* (the Act).

For further information please contact the Private Hospitals Unit on +61(3)9096 8873.

#### Please note incomplete applications will not be processed until all required information is provided.

## How to complete an AIP application and what documents and information do I need to provide?

### 1. Schedule 3 form and prescribed fee

Applicants are required to complete Schedule 3 - Application for variation or transfer of certificate of AIP (available for download from [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/day-procedure-centres/variation-to-aip)) and include the information outlined below.

The application must include the prescribed fee as indicated on the Private Hospitals website - [Private Hospitals - fees](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/fees). Cheques or money orders should be made payable to “Department of Health and Human Services”. Email privatehospitals@dhhs.vic.gov.au and request an invoice accompanied by schedule 6 form. If payment is made by EFT, a copy of confirmation of payment is to be provided with the application.

The department also requests other information and documents in order to assess an AIP application in accordance with the mandatory criteria detailed in section 71 of the Act.

### 2. Written description of the variation to the issued AIP

The application must include a written description of the changes compared to the issued AIP. The request to vary the certificate of AIP can be due to;

* Changes to the design.
* Any changes in the scope of clinical health services offered or in the number of beds proposed.
* Changes in the project timeframe.

### 3. Suitability of the design having regard to the type of facility

The suitability of any changes to the design of the facility will be assessed against the *Health Services (Health Services Establishments) Regulations 2013* (the Regulations) with particular reference to the Australasian Health Facilities Guidelines (AusHFG) and the Building Code of Australia (BCA).

Depending on the complexity of the project, variations to AIP are assessed for compliance with the AusHFG by a member of a panel of architects appointed by the department. The architectural assessment usually takes ten working days and proprietors are notified in writing of any variances from the Regulations, the AusHFG and the BCA which may require alterations to the plans prior to receiving AIP approval.

Applicants must submit:

* A copy of schematic design floor plan, drawn to a scale of 1:100 showing; the floor area of each room, name of each room and equipment, fittings, and furnishings.
* A copy of site plans drawn to a scale of 1:200 or 1:500. Please show the ambulance bay on the site plan.
* If the development includes an operating suite or procedure rooms, provide detail of the ‘clean’ and ‘dirty’ instrument flow, and staff and patient access to/from the clinical zone.
* Proposed floor finishes at 1:100 scale.
* Proposed detailed fit out plan at 1: 50 scale for major rooms (applicants can use generic Room Layout Sheets from the AusHFG).

Departures from the AusHFG, including fixtures and fittings, are to be noted on the Schedule of Accommodation. Any design that departs from the AusHFG will not be approved unless clear patient and/or service benefits can be justified.

### 4. Schedule of Accommodation

The Schedule of Accommodation lists the type, number and size of rooms and spaces required in the health service establishment. Please refer to the AusHFG and **list all** rooms as recommended for the type of clinical services being provided; include the total floor area of each proposed room.

### 5. Change in the project timeframe

Provide details of any change required to the duration of construction of the proposed health service establishment which will affect the current AIP expiry date including:

* proposed construction start date;
* project stages; and
	+ the date construction is due to finish.

### 6. Accuracy of information

It is an offence under section 151 of the Act to provide false or misleading information for the purposes of complying with this Act.

## What happens after an application is made?

Maximum time frame for processing applications

The Secretary to the Department of Health and Human Services or Delegate has 60 days after receiving an application (comprising the scheduled form and prescribed fee) to inform the applicant of a decision. If the Secretary (or Delegate) requests the applicant to provide additional information, a decision must be made within 28 days of receipt of the information last requested or within the 60-day period, whichever is later. Applicants should keep these time frames in mind when submitting an application for assessment.

Note: The department will endeavour to make a decision on complete AIP applications within 30 days.

### Certificate of AIP granted

After considering the application the Secretary (or Delegate) may grant the application and issue a varied Certificate of AIP. The AIP may be granted with conditions.

### Site visit following construction of the private hospital or day procedure centre

The applicant should contact the Private Hospitals Unit two to four weeks prior to the completion of construction to arrange a site visit. The Occupancy Permit must be received by the department prior to the site visit taking place.

At this visit all relevant certification of compliance with all relevant statutory authority and standards requirements must be submitted.

NOTE: If the Certificate of Occupancy is not provided to the department, the scheduled site visit may not take place and a new appointment will have to be made.

You may also request a pre-AIP Inspection to review progress of works and identify any regulatory issues prior to arranging the more formal final site visit once construction has been completed. The Architect Panel’s time for pre-AIP Inspections is charged to the facility. The final AIP site visit (one only) is paid for by the department.

At both visits, the Unit will inspect the premises to ensure compliance with the AusHFG and the Regulations. At the final AIP inspection any works, that do not comply with the AusHFG or the Regulations, may be required to be made compliant prior to registration of the facility.

Please complete the AIP Site Inspection Checklist which provides a list of compliance certificates that may be required. This document can be downloaded from the [Private Hospitals website](https://www2.health.vic.gov.au/hospitals-and-health-services/private-hospitals/forms-checklists-guides).

Completed applications should be sent to:

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

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