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| Approval in Principle (AIP) |
| Guide to application for transfer or variation of AIP of a Non-Emergency Patient Transport service  April 2016 |

# Guide to application for transfer or variation of Approval in Principle of a Non-Emergency Patient Transport (NEPT) service

The holder of the certificate of Approval in Principle (AIP) for a Non-Emergency Patient Transport (NEPT) service may apply to

* vary the certificate of AIP any conditions listed on the AIP;
  + transfer the certificate of AIP to another person or entity.

## How is the application assessed?

The Department assesses an application for a variation or transfer of an AIP NEPT licence in accordance with section 12 of the *Non-Emergency Patient Transport Act 2003* (NEPT Act). The criteria include:

* Whether the applicant is a fit and proper person to operate a NEPT service; and
  + The suitability of the equipment and vehicles that are proposed be used in the NEPT service having regard to the safety, health and well being of the patients who are likely to be transported in the vehicles and the requirements of the NEPT Regulations.

## How to complete an application for a variation or transfer of AIP

 The paperclip symbol indicates that a document is required to be attached to the application.

### 1. Schedule 2 form and prescribed fee

 Applicants are required to complete Schedule 2 - Application for variation or transfer of certificate of approval in principle to operate a non-emergency patient transport service (see attached form) and include all the information outlined below.

**The application must include the prescribed fee.** The fee is indexed annually Click [here](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) to access the current fees.

**Cheques or money orders should be made payable to “Department of Health”.** Payment by EFT is also available. The Department can provide an invoice to assist you with making payment.

The Department requests the following information to assist the Secretary (or Delegate) in considering the above criteria and deciding whether to grant a NEPT licence. If additional information is required, the applicant will be notified.

**Please note that the types of information required will depend on the nature of the application. Please contact the Department if you require further guidance on the documents that need to be submitted.**

## Applications for *variation* of AIP

### 2. Details of variation

 The application should be accompanied with a written description of the changes you seek for the certificate of AIP. If you are seeking a change to a condition of AIP, please outline the reasons why you are seeking the change and attach relevant supporting documentation.

### 3. Vehicles

The NEPT Regulations contain a number of requirements for vehicles (including aircraft).

 Please review the requirements of the NEPT Regulations for the particular type of service you are applying to add to the AIP and provide details about the type and number of vehicles that are proposed to be used for the NEPT service.

### 4. Management and staffing

The *Non-Emergency Patient Transport Regulations 2016* (NEPT Regulations) contain a number of requirements for:

* Staffing of vehicles according to the acuity of patients
* Competency, skills and experience of staff
  + Annual mandatory training

 Please provide copies of the following documents in relation to the services you are proposing to add to the AIP:

* Staff policies relating to clinical requirements, credentialing, orientation and training; and
* Details of the staff profile for each of the types of services (low, medium or high acuity) that you propose to provide.

### 5. Change of Name

 Provide a copy of the Certificate of Registration of Business Name which can be obtained from Consumer Affairs Victoria for the new name of the NEPT Service.

### Accuracy of information

It is an offence under section 50(b) of the *Non-Emergency Patient Transport Act 2003* to knowingly make any false or misleading statements in any application to the Secretary made under this Act.

## Applications for *transfer* of AIP

The following documents must be provided by the person you are proposing to transfer the Certificate of AIP to (that is, the incoming Certificate holder).

### 6. Fitness and propriety

The NEPT Actrequires that the Department ensures that the proposed licence holder is a fit and proper person to operate a NEPT service. The following documents must be provided for the person or entity who is proposed to be the licence holder.

 The following table sets out the documents to be included:

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| A. Natural Person (including Partnership) | B. Company | C. Incorporated Association or Other Body Corporate |
| Name of each person, residential address and contact telephone number(s) during business hours. | Name, address and telephone number of the registered company office. | Name, address and telephone number of the registered office of the incorporated association or body corporate. |
| An Australian Securities and Investments Commission (ASIC) company extract search obtained with the previous one month of making an application, as evidence of the status of the company. | Certificate of Incorporation or other document as evidence of the status of the incorporated association or body corporate. |
| The names of each of the directors (see attached form). | The most recent Annual Report or Annual Return. |
| Where the company is a subsidiary, provide a complete company structure chart. | The names of each of the board/committee members or controlling office bearers and the offices held by each of these persons (see attached form). |

 For each natural person or for each director and officer of the body corporate who does or who may exercise control over the NEPT service provide:

* a completed Statutory Declaration – Fitness and Propriety (see attached form);
* A National Police Certificate (either an original or a certified copy) issued within the past 6 months.\* Online applications can be downloaded fromthe[**Victoria Police website**](http://www.police.vic.gov.au/content.asp?Document_ID=274)**.**

Complete the form and send directly to Victoria Police. Please forward the original certificate to the Department (it will be copied and returned to you). **Please do not forward the application form for the police check to the Department.**

### 7. Financial capacity

The NEPT Act requires that the Department consider whether persons are of sound financial reputation and stable financial background. Please arrange for an appropriately qualified independent certified practicing accountant (CPA) or associate chartered accountant (ACA) to review the proposed certificate holder’s financial situation and its capacity to develop the NEPT service, and complete the relevant form.

### 8. Business name extract

 Provide a copy of the Certificate of Registration of Business Name which can be obtained from Consumer Affairs Victoria for the proposed name of the NEPT Service if it is proposed to change the name from what is already listed on the Certificate of AIP.

### Accuracy of information

It is an offence under section 50(b) of the *Non-Emergency Patient Transport Act 2003* to knowingly make any false or misleading statements in any application to the Secretary made under this Act.

## What happens after an application is made?

An Officer from the Private Hospitals Branch will contact your organisation to request any further information or clarification of information that has been provided.

### Timeframes

The Secretary (or Delegate) has 60 days after receiving an application (comprising the Schedule 4 form and the 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 timeframes in mind when submitting an application for AIP.

### Endorsement of Certificate of AIP

If the Secretary (or Delegate) approves the application, the person who holds the certificate of AIP must produce the certificate to the Department for endorsement with the particulars of the variation or transfer. Departmental staff will contact you during the application process to arrange for the return of the original certificate of AIP to the Department for endorsement. The Certificate will be returned by post after endorsement.

### Completed application should be sent to:

Manager

Private Hospitals Unit

Private Hospitals Branch

Department of Health

GPO Box 4541

MELBOURNE VIC 3001

If you require further information please contact the Private Hospitals Unit on +61 (3) 9096 2164.

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