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| **Renewal of Registration Guidelines** |
| Health service establishments or Mobile health servicesOFFICIAL |

**Introduction**
The proprietor of a registered health service establishment may apply to renew the registration of the registered health service establishment. The Department of Health (the department) assesses an application for the renewal of registration in accordance with criteria detailed in section 89 of the *Health Services Act 1988* (the Act). The information required by the department to assess an application for renewal is specified in more detail below.

## What is the deadline for renewal applications?

The proprietor may apply for the renewal of registration at least 3 months before the expiry of the current registration. The expiry date can be found on the Certificate of Registration or Certificate of Renewal of Registration, which should be displayed prominently in the facility.

## Who can make an application?

Please note that only the registered proprietor (recorded on the current Certificate of Registration or Certificate of Renewal of Registration) can make an application for renewal of registration. Where the proprietor is a company, incorporated association or other body corporate, applications may be signed by a director or chief executive officer/general manager of the health service establishment.

## Is there a fee?

A fee applies to applications for renewal of registration. The fee is prescribed by the ***Health Services (Health Service Establishment) Regulations 2013*** (the Regulations) and increases on 1 July each year.
The fee payable also depends on when the application is made. If the application is made at least 3 months before the expiry of the registration, the prescribed fee is payable. If the application is made within the last 3 months of the registration, the applicant is required to pay an additional fee of one half of the prescribed fee. For example:

* applications made by 30 March (for June renewals) or 30 September (for December renewals) – prescribed fee applies; or
	+ applications made between 1 April and 30 June (for June renewals) or 1 October and 31 December (for December renewals) – prescribed fee and an additional 50% of the prescribed fee applies.

The department will provide invoices to assist applicants in paying the renewal fee. Please check the [Fees for private health service establishments](https://www.health.vic.gov.au/private-health-service-establishments/fees-for-private-health-service-establishments) for the current fee listings.

## How to complete an application for renewal of registration

#### 1. Schedule 5 form and prescribed fee

Only the registered proprietor (recorded on the current Certificate of Registration or Certificate of Renewal of Registration) may make an application for renewal of registration.

* Applicants are required to complete Schedule 5 - Application for renewal of the registration of a health service establishment (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>) and include all the information outlined below

#### 2. Entity Information

The department also requests other information and documents in order to assess an application for renewal of registration in accordance with the mandatory criteria detailed in section 89 of the Act.

#### (a) Natural Person (including partnerships)

Please ensure all parts are completed and all documents are attached:

* + Australian Securities and Investments Commission (ASIC) current business name extract showing business name holder details and directors obtained in past 30 days.

#### (b) & (c) Company or Incorporated Association or other body corporate

#### Company

* ASIC current business name extract showing business name holder details obtained in past 30 days.
* ASIC company extract search showing registered company office details and listing all directors and office holders or Australian Charities & Not-for-profits Commission (ACNC) register obtained in past 30 days.
	+ Completed list of directors, board members or office bearers in a company or incorporated association or other body corporate (REN1) form (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

#### Incorporated Association or other body corporate

* Certificate of incorporation or other documents (e.g., ACNC register)
* Most recent annual report or annual return
	+ Completed list of directors, board members or office bearers in a company or incorporated association or other body corporate (REN1) form (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

### 3. Probity

In order to assess the fitness and propriety of the proprietor (natural person or each director or board member of proprietor companies or incorporated associations) the department requires the following documents:

* a completed Statutory Declaration – Fitness and Propriety (REN 2) (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).
* a National Police Record Check (certified copy) issued within the past twelve (12) months (see note 1 & note 2 below); and
	+ a written statement of association as to having ever been or are at present associated with a holder of a certificate of registration of a health service establishment in Victoria or elsewhere in Australia. Where applicable, provide details.

Note 1: The department will accept a National Police Record Check (certified copy only) from any of the following agencies:

* an accredited provider for National Police Checks e.g., Fit2work (see [www.fit2work.com.au](http://www.fit2work.com.au) for further information) - this is the preferred method as it has a quick response time.
* Victoria Police.
* Australian Federal Police; or
	+ a police force of another Australian State

Note 2: Certification of the National Police Check can be carried out by: a Justice of the Peace, Registered Nurse, accountant, bank manager, barrister, solicitor, police officer, registered pharmacist, medical practitioner, dentist, chiropractor, physiotherapist, veterinary surgeon, or optometrist.

### 4. Financial capacity

The department must consider whether the proprietor has and is likely to continue to have the financial capacity to operate the establishment.

### A qualified accountant must complete the Registration—Statement by Accountant (REN3) form. The applicant’s accountant may attach any disclaimer or qualification that he or she considers appropriate (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>)

### 5. Bed numbers

The type of health service establishment and the number of beds used for each of the prescribed health services – complete the Confirmation of Bed Numbers (REN4) form (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

### 6. Quality of health services

The department uses various sources of information to assess whether the quality of health services provided is satisfactory. This includes reports of inspections conducted by the department’s authorised officers.

**Note:** A copy of the current quality accreditation certificate and recent survey or report must be provided.

### 7. 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 the Act.

## What happens after an application is made?

### Timeframes

Applications for renewal of registration are decided by the Secretary or Delegate. The Secretary (or Delegate) has 60 days after receiving an application (i.e., the Schedule 5 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.

### What if the registration expires during the assessment process?

Providing a valid application for renewal of registration (comprising the Schedule 5 form and the prescribed fee) is made prior to the expiry of the current Certificate of Registration or Renewal of Registration, the registration is deemed to continue until the Secretary (or Delegate) decides on the application.

### Certificate of Renewal of Registration

When the application has been considered and deemed to meet the relevant criteria, the Secretary (or Delegate) will grant the application and issue a Certificate of Renewal of Registration. The Certificate of Renewal of Registration is usually for a period of two years and may have special conditions attached.

## Send the completed form and CV

Please send the signed, completed form by email to the Private Hospitals & Day Procedure Centres Unit at privatehospitals@health.vic.gov.au.

To receive this publication in an accessible format, email the Private Hospitals & Day Procedure Centres Unit <privatehospitals@health.vic.gov.au>

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Available at [Forms, checklists and guidelines for private health service](https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service) <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>