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| Approval in Principle (AIP) - Variation of Certificate Guideline |
| **Health service establishments** |

## 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 (the department).

It is an offence under **section 115 of the Health Services Act 1988 (the Act)** for work to commence or to continue if the design changes before an AIP (or variation of AIP) has been granted and the Secretary to the Department of Health (the Secretary or Delegate) has issued a Certificate of AIP.

## 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 and Day Procedures Centres Unit via email at [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au)

#### 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

Once the Department has received the completed Schedule 3 application form an invoice can be requested for the prescribed fee. Applications forms can be found at <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>. **All payments must be made electronically** (refer to Private Hospitals – fees <https://www.health.vic.gov.au/private-health-service-establishments/fees-for-private-health-service-establishments> for the current prescribed fee);

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

The application must include a detailed written description of the changes compared to the issued AIP including any changes in the services offered or in the number of beds at the facility.

### 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).

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.
* NOTE - 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).

### 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.

Any designs that depart from the AusHFG will not be approved unless clear patient/and or service benefits can be demonstrated and justified. (Available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

### 5. Time frame

Provide an estimated time frame for the duration of construction of the proposed health service establishment 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 (the Secretary) 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 applying for assessment.

Note: **The department will endeavour to decide 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 Department 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 will not take place and a new appointment will have to be made.**

The Department will inspect the premises to ensure compliance with the AusHFG and the Regulations. At the final 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 <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>.

**Send completed forms to:**

Please send the completed applications by email to the Private Hospitals & Day Procedure Centres Unit [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au)

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