

# **Approval in Principle (AIP) - Application for new mobile health service - guideline**

Mobile health service

OFFICIAL

## When must an application be made?

To register a new mobile health service with the Department of Health (the department) an application must be made to the Secretary to the department for an AIP.

An AIP is the first stage in the process for registration of a health service establishment. The second stage is to apply for registration of the facility. A health service establishment must not commence operation until it is registered.

Prior to applying for AIP, it is recommended that you contact [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au) to discuss the project.

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

The assessment of an AIP application is made in accordance with the criteria detailed in section 71 of the Act. These criteria include the:

* financial capacity of the proposed proprietor.
* fitness and propriety of the proposed proprietor.

## How to complete an AIP application

### 1. Schedule 2 form and prescribed fee

Applicants are required to complete Schedule 2 - Application for Approval in Principle 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 the information outlined below.

The applicant must request an invoice of prescribed fee – this will be forwarded on receipt of application <https://www.health.vic.gov.au/private-health-service-establishments/fees-for-private-health-service-establishments>

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. Fitness and propriety

The Act requires the Secretary to ensure proposed proprietors of health service establishments are fit and proper persons to operate such a facility. The Probity documents that follow in point 6must be provided for the person or entity who is likely to be the proprietor of the health service establishment. This includes for sole proprietors, partnerships, company directors and/or board members.

### 3. Probity

To assess the fitness and propriety of the proposed proprietor, the department requires the following documents for each person:

* a completed Statutory Declaration-Fitness and Propriety (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>); and
* a National Police Record Check issued within the past twelve (12) months (see Note 1 & Note 2).

#### (a) Natural person (sole trader or partnership)

ASIC current business name extract showing business name holder details obtained in past 30 days.

#### OR

#### (b) Company

ASIC current business name extract showing business name holder details obtained in past 30 days;

ASIC company extract search showing company office details and listing all directors and office holders obtained in past 30 days.

If a subsidiary company, a company structure chart; and

Appointment or Change of Director, Board or Office Bearer form (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).  
OR

#### (c) Other body corporate

Appointment or Change of Director, Board or Office Bearer form and any requested attachment (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

**Certificate of Incorporation or other document as evidence of the status of the incorporated association or body corporate  
  
The most recent annual report or annual return.**

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

* Victoria Police.

If the police check application is lodged through Victoria Police, they will only do checks for Victorian residents.

* Australian Federal Police.

If there are directors or board members residing in other states, they must apply for their police check with that State or through a national accredited agency.

* a police force of another Australian state; or
* an agency accredited with Crimtrac (see Australian Criminal Intelligence Commission) for further information). It is recommended that police check applications are lodged on-line through a nationally accredited agency (e.g., <http://www.fit2work.com.au> ) as the turn-around time can be as little as one hour.

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 Act requires the Secretary to ensure that a proposed proprietor of a health service establishment has the financial capacity to undertake the new development and operate the facility.

Please arrange for an appropriately qualified independent certified practicing accountant (CPA) or associate chartered accountant (ACA) to review the proposed proprietor’s financial situation and its capacity to develop the health service establishment and complete the relevant form.

**Complete the Statement by Accountant form**   
  
(available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).   
Any disclaimer, qualification or reservation to this statement must be attached.

### 5. 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 (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 timeframes 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 Certificate of AIP. The AIP may be granted with conditions.

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

|  |
| --- |
| To receive this publication in an accessible format, email the [Private Hospitals & Day Procedure Centres Unit](mailto:privatehospitals@health.vic.gov.au) <privatehospitals@health.vic.gov.au>  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Department of Health May 2022.   Available at [Mobile health services](https://www.health.vic.gov.au/private-health-service-establishments/mobile-health-services) on the health.vic website <https://www.health.vic.gov.au/private-health-service-establishments/mobile-health-services> |