

Application for Alterations or Extensions to a Licensed Private Health Facility

(Private Health Facilities Act 2007, section 16)

When to use this form

This form is for licensees (the applicant) who wish to make alterations or extensions to a licensed private health facility.

If the alterations or extensions will result in an amendment to the licence including conditions of licence, change of classes or accommodation available, please also complete and attach an “Application for Amendment of a Licence for a Private Health Facility Form”. Only one (1) application fee applies.

The Building requirements

Under the *Private Health Facilities Act 2007* the Secretary, NSW Health can impose conditions relating to the design and construction of any building to be built, altered or extended for the purposes of operating a licensed private health facility.

Before any building work is commenced the licensee must apply to and receive written approval, from NSW Ministry of Health for the plans and specifications for the facility. Submissions and architectural plans will be assessed against the *Australasian Health Facility Guidelines*. Designs for private health facilities that depart from the guidelines will not be approved unless clear patient and/or service benefits can be demonstrated and justified. The construction and design for new and refurbished private facilities must comply with the requirements of a class 9a building as defined in the Building Code of Australia. Copies of relevant approvals from local government authorities or independent certifiers will be required to be submitted as evidence of compliance.

Approval process

All applicants should familiarise themselves with the *Private Health Facilities Act 2007* and the *Private Health Facilities Regulation 2024* as all applications are assessed against that legislation. The approval process will take approximately 8 weeks from the date the NSW Ministry of Health receives the completed application. This includes the time taken for consultation in relation to the alterations or extensions but does not include the time taken for building work to the facility. Further details about timeframes for the approval process can be found on the “Licensing of Private Health Facilities” page of the website.

Applicants will be provided with a written confirmation of the approved changes. The confirmation will contain the conditions which must be met before the licence will be issued. There is no time limit on the confirmation of approval however any unauthorised deviation from the approved plans will invalidate the approval and changes to the plans must be submitted for assessment and approval.

Before patients are admitted to the facility, a commissioning inspection will be carried out to ensure that the alterations or extensions to the private health facility comply with the conditions of the written approval and the legislation. At the onsite commissioning inspection, all building, fire and other relevant certification will be required. After a successful commissioning, and where applicable, a licence will be issued, incorporating any necessary changes to the bed/ward schedule. The licence will be endorsed for specific classes and services as outlined in the application

Payment

The prescribed application fee (non refundable) for alterations or extensions is \$4,855. Payment to be made online at NSW Ministry of Health payment portal

www.health.nsw.gov.au/payments/Pages/default.aspx

Submitting the application

Please email the completed form together with the required documents and a copy of your payment receipt to

MOH-PrivateHealthCare@health.nsw.gov.au.

Notes

- The application and documents submitted will not be accepted with electronic signatures.
- The applicant is required to retain the original documents.
- The Ministry will retain copy of the original emails and other correspondence.

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(section 16 *Private Health Facilities Act 2007*)

If the alterations or extensions will result in an amendment to the licence please complete attach an “Application for Amendment of a Licence for a Private Health Facility Form”. Only one (1) application fee applies.



SECTION A

Applicant details		
Full name of the licensee (the applicant):		Licence No.
Company address:		
Suburb:	State:	Postcode:
Details of the contact person (contact person on behalf of the applicant and in what capacity)		
Full name:		Position:
Postal address:		
Suburb:	State:	Postcode:
Phone:	Fax:	Email:

SECTION B

Private health facility details		
Private health facility name:		
Address:		
Suburb:	State:	Postcode:

SECTION C

Documents and information to be included with this application
1. Details of the proposed alterations or extensions to the licensed private health facility.
2. A copy of the current development application or approval with/by the applicable consent authority, or certification from an authorised certifier, for the use of the premises as a Building Code of Australia (BCA) Class 9(a) health care building. For premises used for chemotherapy or renal dialysis class treatment accommodating day only patients then a development application or certification for use of the premises as a BCA Class 5 building applies.
3. A copy of the architectural plans, drawn to a scale of 1:100 showing the dimensions of each part of the facility, fittings and furnishings. Submissions and architectural plans will be assessed against the Australasian Health Facility Guidelines. A copy can be downloaded from www.healthfacilityguidelines.com.au .

SECTION D

Declaration by applicant or agent on behalf of applicant	
If signing on behalf of the applicant, please state in what capacity. I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I enclose a copy of the payment receipt for the licence application fee.	
Print Name:	Position:
Signature:	Date:

Payment

Payment of the licence application fee to be made online at NSW Ministry of Health payment portal www.health.nsw.gov.au/payments/Pages/default.aspx.

Submitting the application

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