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| **Approval in principle (AIP) checklist  for the renovation or extension of a health service establishment**  Health service establishment OFFICIAL |

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| Facility name: |  |
| Facility address: |  |

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| Item | Mark with (x) when complete | If item not completed, please detail why (e.g. document not applicable) |
| Pre-AIP application submission meeting Private Hospitals & Day Procedure Centres Unit |  |  |
| Schedule 2 – Application for AIP |  |  |
| Request invoice for payment of prescribed fee |  |  |
| Written description of the proposed project including details of alteration to clinical services |  |  |
| Proposed bed numbers form |  |  |
| Architectural drawings:   * 1:100 schematic design floor plan * site plan drawn to 1:200 or 1:500 showing the ambulance bay * flow diagram for key clinical areas (such as DOSA, theatres, endoscopy) * proposed finishes at 1:100 scale (basic finishes such as vinyl, slip resistant vinyl, carpet etc). * proposed detailed fitout plan at 1:50 scale for major rooms (can be Generic Room Layout Sheets) |  |  |
| Schedule of accommodation identifying relevant AusHFG Health Planning Units and departures including rooms which are undersized or missing. |  |  |
| Statement regarding type of external cladding |  |  |
| Time frame statement including start/end dates and stages of works if applicable |  |  |
| Copy of town planning permit, or statement by local council that a planning permit is not required |  |  |
| Statement by accountant for AIP application |  |  |

**Send the completed forms**Please send the completed forms 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@dhhs.vic.gov.au) at <privatehospitals@dhhs.vic.gov.au>  
  
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Available at [Forms, checklists and guidelines for private health service establishments](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>