|  |
| --- |
| Appointment or change of director, board member or controlling officer |
| First Aid Service – Licencing |
| OFFICIAL |

The *Non-Emergency Patient Transport and First Aid Services Act 2003* (the Act) requires the Secretary to assess the fitness and propriety of any person who does or may exercise control over a First Aid Service.

Proprietors must notify the Department of Health **within 30 days** if a person is appointed, or ceases to be, a director or controlling officer.

**Please complete this form when a new director, board member or controlling officer is appointed or a change in director, board member or controlling officer occurs**.

|  |  |
| --- | --- |
| **Name of First Aid Service** |  |
| **Address of First Aid Service**  *\*cannot be a P.O. Box* |  |

|  |  |
| --- | --- |
| **New appointment date** |  |
| **Given name** |  |
| **Surname** |  |
| **Position** |  |

|  |  |
| --- | --- |
| **Date ceased as director, board member or controlling officer** |  |
| **Given name** |  |
| **Surname** |  |
| **Position** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**For new appointments please provide:**

* a completed *Declaration of Fitness and Propriety* form; and
* a Nationally Coordinated Criminal History Check issued within the past 12 months.
* Failure to notify may result in a penalty of 60 units.

Send completed applications to: Attention Manager, [NEPTFirstAidRegulation@health.vic.gov.au](mailto:NEPTFirstAidRegulation@health.vic.gov.au)

|  |
| --- |
| To receive this document in another format, [email NEPT, First Aid and Investigations](mailto:NEPTFirstAidRegulation@health.vic.gov.au) <NEPTFirstAidRegulation@health.vic.gov.au>  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, September 2023.  Available at [First Aid](https://www.health.vic.gov.au/patient-care/first-aid-services) <https://www.health.vic.gov.au/patient-care/first-aid-services> |