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| **Renewal of Registration** **– Factsheet** |
| Health service establishments or Mobile health serviceOFFICIAL |

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### Fee for renewal of registration

The prescribed fee is set by the Health Services (Health Service Establishments) Regulations 2013 and is indexed annually. The fee for renewal of registration ranges in price depending on the number of beds operated by the health service establishment or service.
Fees are payable to register new private hospitals, day procedure centres (health service establishments) and mobile health services. Fees are also payable to renew, transfer and vary an existing registration.
Registration must be renewed at least three months before expiry to avoid an extra fee.

For information on the correct fee for your facility or service please visit [Fees for private health service establishments](https://www.health.vic.gov.au/private-health-service-establishments/fees-for-private-health-service-establishments) on the Private Hospitals website page.

### How to avoid a late penalty fee

Should the Schedule 5 application and payment of the prescribed fee not be received by the end of the current period of registration, a penalty of 50 per cent (50%) will be applied as per the *Health Services Act 1988* (the Act). The department will send an invoice for the additional fee.

In order to avoid a penalty, please submit:

* Schedule 5 application renewal form completed and signed.
* The application fee.
* Supporting documents and any documents that are available as soon as possible. Any remaining documents can be forwarded when they become available.
* Police checks. The department recommends applying early to allow sufficient time for processing with the contractor (refer police checks information below); and
	+ Current accreditation certificate and most recent accreditation report in electronic version.

**While any monies and/or supporting documents remain outstanding to the department, applications for renewal of registration cannot be processed**.

### Supporting documents

Under section 89 of the Act, the Secretary (or the delegate) must consider a number of factors in deciding whether to renew the registration of a health service establishment.

The Private Hospitals & Day Procedure Centres Unit has prepared an application guideline for renewal of registration. Please read the guideline carefully and ensure all forms are completed and returned, as well all information requested.

### Police checks

Police checks are required for sole proprietors, partnerships, all company directors, or board members. Obtaining police checks is often a source of delay in processing and finalising renewal applications. In order to reduce these delays:

1. Lodge police check applications as a matter of priority. It is recommended that police check applications are lodged on-line through a nationally accredited agency. Applicants who are unsure about who requires police checks for the renewal application, should email the Private Hospitals & Day Procedure Centres Unit at privatehospitals@health.vic.gov.au.
2. The department will only accept **certified copies of police check certificates obtained in the past twelve (12) months.** Please refer to the guideline for further information.
3. If a police check application is lodged through Victoria Police, they will only do checks for Victorian residents. 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.

**Note: Directors who are overseas must provide a police check from the country they reside in during the past ten (10) years.**

## Send the completed form

Please email the completed applications to the Private Hospitals & Day Procedure Centres Unit at privatehospitals@health.vic.gov.au

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