



Process for changes to a licence

1. Purpose

To outline the notification and validation process followed when a licence holder seeks a change/s to the licence.

2. Legislative Requirements

In accordance with the Private Hospitals and Health Services Act 1927 (PHHSA) s26D (2) the Chief Executive Officer, Director General of Health may impose terms and conditions on a licence. The general terms and conditions are listed as an appendix to the licence (Annexure A).

Licences are not transferable under PHHSA s26E, and a new licence application is required in the event of:

- Change of the current licensed entity
- An existing licence holder proposal to operate a private hospital in new/other premises, i.e. premises separate to the premises currently licensed, then a new licence application is required.

Annexure A Additional Licence Terms and Conditions requires that the Licence Holder shall notify the Licensing and Accreditation Regulatory Unit (LARU) in writing and within the required timeframes, regarding specific events within the following categories:

- Clinical / Operational
- Building, Renovations and Equipment
- Corporate

Notifications must be made in writing to LARU prior to any change/s to the licence,

The proposed change may only occur further to a review and approval being granted to by LARU.

3. Process

The licence holder shall notify the LARU, in writing, detailing the change/s sought and the underlying rationale.

Changes to a licence

Changes to a licence may include details such as changes to:

- Name of the premises and/or address
- Operating hours of opening/service
- Licence holder identity, such as individual, company, body corporate or a firm Control of the licensed entity (as outlined in Annexure A)

- Member/s of the Board of Directors, or Body Corporate, or partners of a *firm* (refer *separate Change of Board Members policy and form as per link provided*)
- Clinical services and/or procedures to be provided changes in an area/room function or space (refer *Additional Services Request form as per link provided*)
- Bed, trolley or chair numbers (including in waiting areas)
- Staff numbers and/ or categories
- Conditions, dispensations and/or exemptions.

For proposed changes to the building such as refurbishment, repurposing of spaces, Renovations, alterations, extensions or *redevelopment* (please contact LARU for a *building approval flow chart*).

The LARU will provide the licence holder with written advice of the outcome.

On review of the change/s, actions, the LARU requirements and responses may vary such as an exchange of correspondence, a LARU site inspections to review practices or premises and/or may require the submission of a new licence application.

LARU response times may vary depending on the type and complexity of change/s sought, the time required for approval (weeks or months).

4. Review and updates

Updates will occur in the event of any changes to the process and/or reviewed 3 yearly

Version	Effective from	Effective to	Amendment(s)
V1	December 2003	November 2008	Original version
V2-V4	November 2008	January 2020	review
V5	March 2021	March 2024	review

The review table indicates previous versions and any significant changes.

5. Approval

Approval by	Lynda Campbell, Manager, Licensing and Accreditation Regulatory Unit
Approval date	April 2021

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