

Indicative Timeframes for Processing of Licences for new Private Health Facilities, Extensions / Alterations to Facilities and Amendments to Existing Licenses

Phase	Action	Maximum Processing Timeframe*	Exception
Application lodged by mail	Check Application complete Issue acknowledgement letter including request for omitted or incorrectly completed documents	14 days from receipt of application	
Additional application information lodged by mail	Check application complete Issue acknowledgement letter including request for omitted or incorrectly completed documents	14 days from receipt of application	Process may repeat according to application comprehensiveness
Approval in Principle	<ol style="list-style-type: none"> 1. Consultation with relevant Ministry branches, LHD and NSW Medical Council. 2. Public notice advertising of the proposed facility (statutory requirement), and time for public submissions. 3. Issue acknowledgement letter, including request for omitted or incorrectly completed documents. 4. Issue approval in principle with conditions¹ or written confirmation of approved amendment² 	8 weeks from receipt of complete application	See "Stop the Clock" Exceptions
Applicant constructs, fits out and staffs facility, and notifies that facility is ready for commissioning		Indeterminate	
	Commissioning	1 month from notification by Applicant	
Issue of Licence	Licence issued following commissioning of facility and receipt of all necessary policies, procedures and certification	Within 14 days of commissioning	See "Stop the Clock" Exceptions

1. For new licences

2. For alterations / extensions and amendments to licences

*Time from date of receipt of application to date of decision, excluding periods where the clock is stopped

Indicative Timeframes for Processing of Transfer of a Licence

Phase	Action	Maximum Processing Timeframe*	Exception
Application lodged by mail	Check Application complete Issue acknowledgement letter including request for omitted or incorrectly completed documents	14 days from receipt of application	
Additional application information lodged by mail	Check application complete Issue acknowledgement letter including request for omitted or incorrectly completed documents	14 days from receipt of application	Process may repeat according to application comprehensiveness
Approval in Principle	<ol style="list-style-type: none"> 1. Consultation with relevant Ministry branches, LHD and NSW Medical Council. 2. Public notice advertising of the proposed facility (statutory requirement), and time for public submissions. 3. Issue acknowledgement letter, including request for omitted or incorrectly completed documents. 4. Issue approval in principle with conditions 	8 weeks from receipt of complete application	See "Stop the Clock" Exceptions
Issue of Licence	Licence issued following confirmation of transfer and compliance with all conditions	Within 14 days of receipt of confirmation of transfer	See "Stop the Clock" Exceptions

*Time from date of receipt of application to date of decision, excluding periods where the clock is stopped