Health Facility Guidelines

Schematic Submission Registration Form

Purpose:
The purpose of this registration form is to notify HAAD of the intent to lodge a Schematic Submission for a comprehensive review against the Standards and Guidelines. The notification will allow HAAD to streamline incoming documents and ensure adequate staffing is available for the review process. On satisfactory completion of this process the applicant will be given an ‘Approval in Principle – Schematic’ (AIP-S) certificate.

Pre-requisites:
Prior to lodging this Registration Form, we advise the applicant to verify the Health Facility has been registered with HAAD, through the Health Facility Licensing Application Form. If the Facility was registered, the applicant should have received a Registration Approval. Further information on the Licensing process is available through the Health Facilities Guidelines – Part A Administrative Provisions.

Process to Lodge this Registration Form:
Fill out this form on screen – print – lodge without signature online* – sign the printed copy and include it in the Schematic Submission. By return email, HAAD will confirm the date and time when the submission can be lodged at the HAAD office. *NOTE: The online submission is not enabled until further notice. The applicant is to submit the signed hard copy only, together with all required documents. An appointment with HAAD is to be made prior to lodging the registration.

Number of Schematic Submission (1):

Project
Name:
Location/Address:
Legal Plot Number:
Size (Gross Floor Area in m²):

Applicant (2)
Company Name:
Name and Surname Executive:
Role Executive:
Business Address:
Business Phone Number:
Business Email:
Prequalification Number (3):

Date the Schematic Submission will be ready (4):

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(1) This is the number of times a Schematic Submission was lodged. The maximum number of submissions is 2.
(2) This is the Owner/Operator of the Health Facility. This section is to be filled out be a senior executive.
(3) This is the HAAD prequalification number for all HAAD prequalified Owners/Operators.
(4) This is the date the Submission will be ready for submission. HAAD will advise a date on which the submission can be lodged.

Applicant’s Signature and Date:

Signature:

Date:

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