

Health Facility Guidelines

Schematic Submission Application Form

Purpose:

The purpose of this Application Form is to notify SHCC of the intent to lodge a Schematic Submission for a comprehensive review against the Standards and Guidelines. The notification will allow SHCC 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.

Prerequisites:

Prior to lodging this Application Form, we advise the applicant to verify the health facility has been registered with SHCC; 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 Application Form:

Fill out this form on screen – print – lodge without signature* – sign the printed copy and include it in the Schematic Submission. By return email, SHCC will confirm a date and time when the submission can be lodged at the SHCC 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 SHCC 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 m ²)	
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):	

(1) This is the number of times a Schematic Submission was lodged; the maximum number of submissions is **two (2)**.

(2) This is the Owner/Operator of the health facility; this section is to be completed by a Senior Executive.

(3) This is the number for all SHCC prequalified Owners/Operators.

(4) This is the date the Submission will be ready for lodgment. SHCC will advise a date on which the submission can be lodged.

Applicant's Signature and Date:

Signature:

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Date:

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