# **Health Facility Guidelines**

### **Detailed Submission Approval Form**

### Purpose:

The purpose of this form is to notify the Applicant of the 'Approval or Resubmission Required' or 'Rejection' issued by SHCC for the 'Detailed Submission Stage' (Step 2 as set out in Part A – Administrative Provisions) of the Application only.

Submission Approval			
Building Permit Number:			
Number of Detailed Submissions:			
Project:	Name		
	Location/Address		
	Legal Plot Number		
Applicant:	Company Name		
	Name and Surname		
	Business Address		
	Business Phone Number		
	Business Email		
Date:			
Date of Approval Expiry:			

## Type of Approval

Approved Incomplete, Resubmit Not Approved
NOICS.
Head of SHCC Facility Licensing Department



#### **Approval Conditions:**

In the case of Compliance Standards, SHCC advises 'Approval for the Detailed Submission' by providing the Building Permit. Upon approval of the 'Detailed Submission' (Step 3 as set out in Part A – Administrative Provisions), 'Step 4 of the Approval Process' as set out in Part A – Administrative Provisions, must be initiated within twelve (12) months of the date of approval on the Building Permit.

#### **Resubmission Conditions:**

In the case of resubmission, the Applicant shall comply with the requirements of the Assessment Report. The Applicant shall then resubmit within three (3) months of the date of the request for a resubmission.

#### **Rejection Conditions:**

In the case of rejection the applicant is permitted to lodge up to two (2) further Submissions only for 'Step 3 – Detailed Submission of the Approval Process' and should a rejection be issued for the third Submission then the application shall revert back to 'Step 1 – Registration of the Application Process'.

#### Assessment Report:

In the case of approval, an Assessment Report is attached hereto listing all non-compliances requiring rectification. The Applicant is required to comply with the requirements of the Assessment Report in the following stage application.

In the case of a resubmission, the applicant shall comply with the requirements of the Assessment Report, which lists all noncompliances to be rectified and resubmit only those portions of the Submission that require redesign and provide answers/solutions to all other outstanding non-compliances as listed in the Report.

#### Period of Validity of Approval:

The Building Permit remains valid for twelve (12) months, during which 'Step 3 of the Approval Process for Health Facilities' is to be initiated. If required, the validity of the Building Permit can be extended for a further twelve (12) months or longer by special application to the Health Licensing Department of SHCC prior to expiry of the 12-month period.