



Australian Government

Aged Care Pricing Commissioner

Renewal Application Form

Approvals by the Aged Care Pricing Commissioner to charge a refundable Accommodation Deposit (or equivalent) that is higher than the \$550,000 maximum determined by the Minister, lapse at the end of 4 years from the date of approval.

Applications can be made for renewal of lapsing approvals where there is no increase in price for accommodation groups previously approved and no change to accommodation groups.

Submitting your application  or 

Once completed, this application form must be emailed to acpcapplications@acpc.gov.au as a PDF. Attachments may also be submitted electronically, or mailed in hard copy to the Office of the Aged Care Pricing Commissioner, Locked Bag 5, Haymarket NSW 1240. Any such attachments should be referred to in the covering email.

All information provided for the purposes of an application will be held confidentially by the Aged Care Pricing Commissioner, and will not be shared with any other person or agency, other than as required (or permitted) by the *Aged Care Act 1997*.

Renewal Application Form

Before completing the Renewal Application form

Check the information below to ensure it applies to your circumstances. If your application does not meet all of the criteria below, you must make a fresh application on the **standard new application form**.

The **Renewal Application** process is available for facilities where an approval is **lapsing** and the applicant:

- is seeking **no increase in price from that most recently approved by the Aged Care Pricing Commissioner** (plus any permissible indexation applied in accordance with s29 of the *Fees and Payments Principles 2014*); **and**
- is making **no changes to accommodation group/s arrangements; and**
- relies on information about the accommodation applied for as provided in the applicant's previously approved application; **and**
- declares there is no known change in circumstances which has resulted in, or is likely to result in, a lessening of the value of the subject accommodation, since the Commissioner's last approval,

Then the applicant may use this simplified form but answer all **four** parts of the Renewal Application form.

If you are uncertain about whether or not you should use this form, or to clarify any requirements, please telephone the Office of the Aged Care Pricing Commissioner on **1300 550 970**.

Please note: to ensure applications allow for the required 60 day assessment period, duly completed **renewal applications must be received by the Office of the Aged Care Pricing Commissioner 60 days prior to the date of expiry of the previous approval**. For those approvals made on or before 1 July 2014, Renewal Applications **must** be received on or before 1 May 2018.

1. Background information

Name of Approved Provider

Name of facility

Address of facility

Street number Street name Street type

Suburb/Town State Postcode

Residential Aged Care Service ID

Contact person for enquiries about this application

Contact name

Contact position title

Contact email address

Contact telephone number (include area code)

Contact mobile telephone

Contact person for correspondence regarding the Commissioner's decision

Contact name

Contact position title

Mailing address

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Insert the name of each accommodation group, the number of rooms in each group, and the current maximum RAD price for reapproval in the table below.

***Please note:** The price entered in this column is the price for which you are seeking reapproval. It will be either:

- the price previously approved by the Commissioner, or
- the previously approved price including permissible indexation.

[illegible]

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3. Attachments

You **must attach** all of the following to your application before your application can be assessed:

1. Photographs

Contemporary photographs (taken within one month of the date of this application) of:

- one representative bedroom **from each accommodation group**. The photographs should provide a true representation of the current standard of the rooms across each accommodation group; and
- one representative bathroom **from each accommodation group**. The photographs should provide a true representation of the current standard of the bathrooms across each accommodation group; and
- contemporary photographs of indoor and outdoor common areas relied upon in the previous approved application; and
- any significant improvements made to the accommodation (if relevant)

2. Refundable Accommodation Deposit History

List of Refundable Accommodation Deposit (RAD) prices received (or the equivalent Daily Accommodation Payments) **over the preceding 12 months for all rooms in each accommodation group**. **Please note:** This history must be provided for the application to be assessed.

3. Current value

Documentation evidencing the current value of the facility such as land valuation, insurance valuation, or building valuation conducted within the last 3 years by a qualified valuer who is a member of the Australian Property Institute.

4. Other

Any other information the applicant wishes to provide in support of the application.

4. Declaration

☐ I declare that:

- All the information set out in all sections in this application, and all associated attachments, is true and complete,
- This application relies on information provided to the Aged Care Pricing Commissioner in a previously approved application for these particular accommodation groups,
- I know of no change in circumstances which has resulted in, or is likely to result in, a lessening of the value to residents of the subject accommodation, since the Commissioner's previous approval, and
- I am legally authorised to sign for and on behalf of the provider and understand that anyone who provides false or misleading information in relation to details within this application may be subject to penalties as defined in the *Aged Care Act 1997* and the *Criminal Code Act 1995*.

Name	<input type="text"/>		
Position	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Submitting your
application



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Office of the Aged Care Pricing Commissioner,
Locked Bag 5, Haymarket NSW 1240.