



Ceasing to operate a licensed private psychiatric hostel

1. Purpose

This document provides information for licence holders on the regulatory requirements and the process to be followed when planning to cease operating a licensed private psychiatric hostel.

2. Regulatory requirements

2.1. The Private Hospitals (Licensing and Conduct of Private Psychiatric Hostels) Regulations 1997 (the Hostel Regulations)

Regulation 16 requires that the licence holder of a hostel must give written notice of an intention to close the hostel. The periods of notice to be given is dependent on the number of residents accommodated and are as follows:

- Fewer than 10 residents requires 90 days' notice
- between 10 and 49 residents requires 180 days' notice
- more than 49 residents requires 270 days.

2.2. Annexure A

Which is attached to the licence certificate and outlines additional licence terms and conditions requires the licence holder to notify the Licensing and Accreditation Regulatory Unit (LARU) if "cessation of business, either generally or at the licensed premises" occurs.

2.3. The Private Hostel Closure Management Process

As updated from time to time, sets out how the closure of a licensed private psychiatric hostel is managed and outlines the objectives, roles and responsibilities of stakeholders. The process is primarily focused on managing a voluntary closure however the principles may also be applied to support an enforced closure.

3. Procedure

Consistent with the periods of notice prescribed by the Hostel Regulations – regulation 16 the following steps shall be taken.

1. The licence holder shall forward written notification of the intention to cease operating as a private psychiatric hostel to the LARU Manager at LARUExecutive@health.wa.gov.au or by mail to: PO Box 8172 Perth Business Centre, WA 6849.
2. Upon receipt of the notification of closure the LARU will direct the licence holder to obtain a *Ceasing to operate a licensed private psychiatric hostel – Form - Parts 1 and 2* (the hostel closure form) and the *Private Hostel Closure Management Process*, both available from the [LARU website](#)
3. The licence holder is required to cooperate fully with the clinical team appointed to oversee the preparation and relocation of the residents and address the matters

outlined in the LARU Hostel Closure Form. Part 1 of the Form is to be completed and returned to the LARU at least four working weeks prior to the date of cessation of business. Part 2 of the Form is to be completed and returned to the LARU together with the licence, Approved Supervisor certificates and badges on or as soon as possible after the date of cessation of business and as per the instructions on the form.

4. Review

This mandatory document will be reviewed as required to determine effectiveness, relevance and currency and at least every three years.

Version	Effective from	Effective to	Amendment(s)
V1	August 2017	May 2021	Original version
V2	May 2021	May 2024	To reflect requirements of the <i>Hospitals (Licensing and Conduct of Private Psychiatric Hostels) Amendment Regulations 2020</i>

The review table indicates previous versions of the mandatory document and any significant changes.

5. Approval

Approval by	Lynda Campbell, Manager,
Approval date	May 2021

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