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The Veterinary Services Regulatory Board of South Australia

DRAFT VETERINARY PREMISES STANDARDS

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Veterinary Premises Standards

1. Introduction

The *Veterinary Services Act 2023* (the ***Act***) provides for the registration of premises.

Under the Act, a veterinarian must not provide veterinary services at premises other than registered premises (section 50). However, this requirement does not apply in the following circumstances:

(a) if it is not reasonably practicable to provide the veterinary services at registered premises;
(b) if the veterinary services are provided at premises by telephone or other means of electronic communication without the relevant animal being present at the premises;
(c) if the veterinary services are provided at premises owned or occupied by the owner, or person in control, of the relevant animal with the permission of that person;
(d) if the veterinary services are provided in an emergency, or if it is impracticable or dangerous to move the relevant animal;
(e) if the veterinary services are provided in the course of teaching any science or research or experimentation pursuant to a licence under Part 4 of the *Animal Welfare Act 1985*;
(f) any other circumstances prescribed by the regulations.

The Act also provides that a business consisting of, or including, the provision of veterinary services must not be carried on at premises that are not registered premises (section 51). However, this requirement does not apply in the following circumstances:

(a) If the veterinary services provided at premises are only provided by telephone or other means of electronic communication without the relevant animal being present at the premises;
(b) If the veterinary services are provided in the course of teaching any science or research or experimentation pursuant to a licence under Part 4 of the *Animal Welfare Act 1985*;
(c) any other circumstances prescribed by the regulations.

2. Standards and registration

In connection with the registration of premises, the Act provides that the Board must prepare or endorse standards relating to minimum requirements for registered premises (sections 14(1)(f) and 40).

This document provides for those standards, which are set out as Schedule 1 and makes provision for a checklist for registration purposes. As provided by section 40(1) of the Act, these are the minimum standards for registered premises.

This veterinary premises standard will be reviewed by the Board at least once in every 5 years.

Subject to the Act, for premises to be eligible for registration on the veterinary premises register by the Veterinary Services Regulatory Board of South Australia (the ***Board***), the Board must be satisfied that:

(a) the premises meet the minimum requirements for premises of the relevant kind provided in this veterinary premises standard; and
(b) the premises will be used for the provision of veterinary services in accordance with the Act; and
(c) there is a responsible person in respect of the premises; and
(d) any other requirements determined by the Board to be necessary for registration are met in relation to the premises.

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3. Categories of premises

Premises that are required to be registered under the Act are categorised as follows:

Category of premises	Description of veterinary services offered at premises	Self-Inspection Checklist
1.	**Veterinary consulting/examination rooms (CR)** Where an act of veterinary service (other than major veterinary surgery or emergency care) may be carried out. *(Minor surgery does not include the opening of body cavities or orthopaedic procedures. No general anaesthetic procedures are permitted to be conducted in premises in this category.)* This category will also encompass house calls that are provided to small animals as part of the practice.	Every 3 years
2.	**Veterinary surgery/clinics (VC)** Where an act of veterinary service, including major veterinary surgery, may be carried out. This category will also encompass house calls that are provided to small animals as part of the practice.	Every 3 years
3.	**Veterinary mobile clinic (MC)** A vehicle, including a trailer, which may be moved from one location to another, and is intended to operate as a veterinary clinic.	Every 3 years
4.	**Veterinary hospital (VH)** Where an act of veterinary service, including major veterinary surgery or emergency care, may be carried out, and a higher level of diagnostic facilitates than are available at a veterinary clinic are provided. Full facilities are provided for examination, diagnosis, prophylaxis, medical treatment, and surgery of animals. While not required to be open to the public at all times, professional or paraprofessional personnel must always be available to ensure assessment and treatment of emergency cases within a reasonable length of time and to ensure adequate monitoring and treatment for hospital patients.	As per *ASAV AVHS or every 3 years if not accredited by ASAV AVHS ***ASAV AVHS** *Australian Small Animal Veterinarians Group Accredited Veterinary Hospital Scheme*
5	**Occasional Premises (OP)** Where the premises are not occupied or used on a full-time or weekly basis but are used from time to time to provide veterinary services.	Every 3 years

Boarding Establishment Where commercial boarding of animals is being carried out in connection to a registered premises. Registration is required for the veterinary premises, and it is also necessary to note the Boarding Establishment requirements as part of a veterinary surgeries/clinics and Hospitals application if commercial boarding is provided. *A separate application is not required.*

The self-inspection checklist is required on registration and then every three years thereafter as part of the annual anniversary renewal process. However should there be any alteration to the premises , the Board is required to be notified within 3 months of the change.

4. Applications

An application for the registration of premises must—

(a) be made to the Board using the application set out in Schedule 1 or 2 for the relevant category of premises; and

(b) be accompanied by the prescribed fee.

An applicant for registration must provide the Board with specified information as outlined in the Standards Checklist, as provided by Schedule 1 or 2, to enable the Board to determine the application. The Board requires that information furnished for the purposes of the application is verified by statutory declaration.

The Board may also require that an applicant facilitate an inspection of the relevant premises before registration is granted.

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5. When applications are required

An application for the initial registration of premises (excluding existing premises during the transitional period) should preferably be made at least 3 months before it is intended to commence to provide veterinary services at the premises. For premises that are being constructed to be used for the provision of veterinary services, an even longer period (preferably 6 months) should be considered. A failure to make an application within these timeframes may result in insufficient time for the Board to consider the application and to register the premises by the time that the applicant wishes to commence their practice at the relevant premises, especially if an applicant must rectify any deficiencies that are identified as part of the registration process. (There will be a facility to obtain provisional registration, but this will depend on the circumstances.)

You must apply to:

1. Conduct veterinary services from premises that are not already approved as veterinary premises.
2. Renew the registration of any veterinary premises.
3. Relocate a veterinary premises from an approved premises location to a new location.
4. Change an approved veterinary premises to a different category of premises:
    a. Consulting/examination rooms to surgery/clinic
    b. Surgery/clinic to hospital/emergency care.
5. Transfer, remove or reinstate the registration of any veterinary premises.

Subject to the Act, registration of premises on the veterinary premises register remains in force for a period of 12 months.

6. Refusal to register or re-register veterinary premises

The Board may refuse to grant an application for registration or renewal of a veterinary premises, if:

- it is not satisfied that the premises meet the minimum requirements for premises of the relevant kind, as provided by Schedules 1 and 2; or
- there is no responsible person in respect of the registered premises; or
- any other requirement determined by the Board to be necessary for registration of the premises has not been met.

7. Conditions of approval

Section 42(5) of the Act provides that the Board may impose conditions on premises' registration.

The Board has determined that the following conditions will apply in relation to the registration of any premises:

(a) that any veterinary services provided at the premises must be provided by a veterinarian;
(b) that any business name used in respect of the premises, including a business name registered with Consumer and Business Affairs, must not use words such as "hospital," "centre," "emergency" or "specialist" unless the premises meets the required prescribed standards for a veterinary hospital/centre/specialist;
(c) that the names and qualifications (as recorded in the relevant register under the Act) of each veterinarian who works at the premises must be kept on display (and the website for the premises is suitable if kept up to date), other than for a veterinarian who is working on a temporary basis for 1 month or less;
(d) that the responsible person in respect of the premises must inform the Board within 3 months of any change occurring in the information required to be included in the veterinary premises register;
(e) that the responsible person in respect of the premises must notify the Board before work is commenced to undertake material renovations or alterations of the premises;

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(f) that the responsible person in respect of the premises must inform the Board within 14 business days if the premises cease to comply with any of the standards that apply with respect to the premises under Schedule 1 and/or 2;

(g) that the responsible person in respect of the premises must inform the Board about a proposed sale or transfer of the premises within –

  (i) if the responsible person is an owner of the premises – 10 business days after an agreement to sell or transfer the premises has been entered into; or

  (ii) in any other case – 10 business days after the responsible person becomes aware of an agreement to sell or transfer the premises;

(h) that the responsible person in respect of the premises must inform the Board if any business carried on at the premises is placed into voluntary administration or receivership or, in the case of a business carried on by a body corporate, into liquidation within 5 business days after becoming aware of these circumstances;

(i) [*other conditions determined by the Board for the purposes of these standards*].

Under section 42(6) of the Act, the Board may, at any time, on its own initiative by written notice to a responsible person in respect of registered premises or on application by a responsible person in respect of registered premises, vary or revoke a condition imposed by the Board on the registration. The variation of a condition of registration may include the imposition of an additional condition of registration.

8. Exceptions on Registration

Should the premises not be able to meet a specific requirement under these standards, the Board may consider in exceptional circumstances the ability for the premises to be registered, or continue to be registered, by allowing an exception from the particular requirement.

An exemption under this clause may be granted on application or renewal of registration and subject to conditions imposed by the Board.

9. Responsible persons

Section 41 of the Act provides that there must be a *responsible person* in respect of each registered premises.

The responsible person in respect of registered premises is:

(a) in the case of premises owned or occupied by an individual, that person; or

(b) in the case of a premises owned or occupied by an entity, the individual from time to time, nominated by the entity in accordance with any requirement set out in the regulations as the responsible person in respect of the premises.

Information about who is to be the responsible person in respect of particular premises must be provided to the Board in accordance with Schedule 1 or 2. The Board considers that best practice is that the responsible person is a veterinarian. A prescribed fee may be payable in relation to the nomination of the responsible person in respect of registered premises.

10. Provisional registration

The Board has established a scheme for the initial registration of premises in appropriate cases. This registration will be granted by the Executive Officer under a delegation made by the Board and may be granted if the Executive Officer is satisfied that it is appropriate to grant registration before the application has been fully assessed, including by the inspection of the premises, and pending all work or steps being completed or taken to ensure that all relevant requirements are met.

This registration may be granted for a period not exceeding 6 months and may be subject to conditions determined by the Executive Officer under the delegation made by the Board.

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11. Change of details

Section 48 of the Act requires the responsible person in respect of a registered premises must, within 3 months of any change occurring in the information required to be included in the veterinary premises register, inform the Board in writing of the change. A breach of this requirement may result in the imposition of a criminal penalty.

An application to make any change to the information required to be included in the veterinary premises register must—

(a) be made to the Board using the appropriate form set out in Schedule 1 or 2; and
(b) be accompanied by the prescribed fee.

For a complete change of ownership, continuing Board approval of premises under new ownership will be dependent on receipt by the Board of advice from the purchaser that the premises comply with any of the standards that apply with respect to the premises under Schedule 1 and 2.

12. Inspections

Inspectors appointed by the Board will inspect premises which have not been previously registered as a premises before the Board finalises its consideration of the relevant application and therefore before the practice may commence to provide veterinary services to the public at those premises.

An inspection may also be required if:

(a) there has been a transfer of the ownership of registered premises, or a transfer of a business consisting of, or including, the provision of veterinary services at registered premises; or
(b) registered premises have been the subject of material renovations or alterations; or
(c) an application for reinstatement of premises on the veterinary premises register has been made to the Board; or
(d) the Board has received a complaint that relates to the state or standard of registered premises; or
(e) the Board considers that an inspection should be undertaken on any other reasonable ground.

In addition, to ensure premises are complying with the Standards, the Board will undertake random audits of selected premises each year within a 3-year term of registration.

13. Suspension or cancellation of registration

Section 43 of the Act provides that if the Board is satisfied that:

(a) registered premises do not meet the minimum requirements in the veterinary premises standard; or
(b) a condition imposed on the registration of the registered premises have been contravened; or
(c) there is no responsible person in respect of the registered premises; or
(d) any other requirement determined by the Board to be necessary for registration of the premises has not been met,

the Board may, by notice in writing:

(e) suspend the registration of the premises until stipulated conditions are complied with or until further order of the Board; or
(f) cancel the registration of the premises.

There must not be any veterinary services provided at the premises while registration is suspended.

The Board will not take action to suspend or cancel the registration of premises unless it has taken reasonable steps to give the responsible person, or another person who has, or appears to have, an interest in the practice conducted at the premises:

(a) notice that the suspension or cancellation of registration is under consideration and the reasons for this proposed course of action; and

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(b) an opportunity to explain the situation and, to the extent that appears appropriate to the Board, an opportunity to address or rectify the matter.

However, the requirements for giving notice and allowing an opportunity to respond to the notice, including to address or rectify a matter, do not derogate from the ability of the Board to act without notice (or to act with relatively short notice) in a case of an emergency.

14. Removal from register

A responsible person may apply to remove a registered premises from the veterinary premises register. An application must-

(a) be made to the Executive Officer using the appropriate form; and
(b) be accompanied by the prescribed fee.

15. Reinstatement on register

A person may apply to the Board at any time for reinstatement of the premises on the register.

An application must—

(a) be made to the Board using the appropriate form set out in Schedule 1 or 2; and
(b) be accompanied by the prescribed fee.

16. Certificate of approval

The Board will issue a certificate of approval in relation to each veterinary premises that are registered under section 39(1)(a) the Act.

The certificate will be issued to the responsible person in respect of the veterinary premises.

The certificate of approval should be stored for production as evidence of the registration of the premises under the Act and may be displayed at the premises as an indication to clients that the premises have been registered.

17. List of registered veterinary premises

The Board maintains:

(a) a veterinary premises register; and
(b) a register of premises that have been removed from the veterinary premises register under the Act.

These are available of the VSRBSA website.

18. Signage

Signage used at registered premises must complement the facility and conform to any requirements of the *Veterinary Services Act 2023, Veterinary Services Regulations 2025* or other VSRBSA guidelines, standards, Codes or policies or procedures.

19. Fees

Any application relating to the registration of veterinary premises must be accompanied by a prescribed fee. The Board prescribes fees annually and these can be found on the website relating to each category of premises.

20. Transitional provisions

The Board strongly encourages owners of existing veterinary premises and veterinary practices to review these standards with the aim of updating their premises to such extent as is reasonably necessary and within a reasonable period after the commencement of the Act.

In addition, in the case of existing veterinary premises the following is being proposed:

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(a) the Board will request the person registered as a veterinary services provider in respect of the premises to provide information about the premises according to a schedule determined by the Board for the purposes of this provision; and
(b) the person to whom the request is given will be asked to provide the information within a period determined by the Board; and
(c) the Executive Officer will, if or when satisfied with the information provided to the Board, may grant registration of the relevant premises under a delegation made by the Board; and
(d) the registration may be granted for a period of up to 3 years (as determined by the Executive Officer) to enable the premises to meet all requirements for registration under the Act; and
(e) it will be a requirement that all premises must be registered by the first anniversary of the commencement of the Act; and
(f) a person will be in breach of the Act if there is a failure to provide the information and other requirements under this scheme so that registration of existing premises is not achieved by the first anniversary of the commencement of the Act and they provide veterinary services at those premises without the premises being registered.

For Hospitals, their existing registration with Board will apply under the new Act for the remainder of their period of accreditation under the *Veterinary Practice Act 2003* – see Schedule 1 of the Act.

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Schedule 1

Veterinary Premises Registration (CR, VC, MC, OP)

(All categories of premises **EXCEPT** hospitals. Refer Schedule 2 to register a hospital)

Premises Details

Registration Type: ☐ Initial Registration ☐ Reinstatement ☐ Transfer ☐ Removal

Premises Registration Number (unless initial registration): _____

Category of premises:_____

Entity Name: _____

ABN/ACN:_____

Name of the business carried on or proposed to be carried on at the premises:_____

Address:_____

Suburb:_____Postcode:_____

Postal Address:_____

Suburb:_____Postcode:_____

Premises email address:_____

Premises telephone number:_____

Nature of veterinary services to be provided at the premises:_____

Name of the owner or lessee of premises:_____

Name of the responsible person in respect of the premises:_____

Email and telephone number of responsible person if different to the above:_____

Email:_____

Business Hours telephone contact:_____

Website address of the premises:_____

Requested date for registration/reinstatement/transfer or removal to commence:_____

Premises Type

- ☐ New construction building
- ☐ Standalone building
- ☐ Building on the property of applicant
- ☐ Leased/rented premises (number of shops/offices located in complex)……
- ☐ Premises used for more than one veterinary services practice (number of separate entities……..
- ☐ Vehicle/Trailer (mobile)
- ☐ Other (please provide further detail)……..

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PRESCRIBED STANDARDS - Self Assessment Form

1. The veterinary premises must be a dedicated fully enclosed area exclusively used as veterinary premises.	☐ Yes ☐No ☐ NA
2. The veterinary premises including the immediate surrounding areas must be kept clean, hygienic and in a sanitary condition, free of insects and vermin, with safeguards taken to avoid sources of transmission of infections.	☐ Yes ☐No
3. The veterinary premises should have internal walls and floors constructed from easily cleaned material in any area or room that is used for animal accommodation, surgical procedures, medical treatment, and other procedures, and in the client waiting rooms.	☐ Yes ☐No ☐NA
4. Have a separate area for use as a waiting room for the purpose of client reception. **Photo to be uploaded with the application of the waiting room.*	☐ Yes ☐No ☐ NA
5. Adequate ventilation to ensure client and patient comfort in terms of temperature and air quality.	☐ Yes ☐ No ☐ NA
6. An individual single purpose examination/consultation **area** not incorporated with public areas, one for each clinician examining or consulting concurrently. **Photo to be uploaded with the application of the examination/consultation **area**.*	☐ Yes ☐ No ☐ NA
7. In the consulting area have: (a) An examination table with impervious surfaces; and provide either in or immediately adjacent to the consulting area; and (b) Hot and cold running water and fixed drainage.	☐ Yes ☐ No ☐ NA
8. Adequate lighting and instrumentation to carry out a competent clinical examination and surgical lighting where required.	☐ Yes ☐ No ☐ NA
9. Have facilities for any excreta, putrescible waste, soiled bedding, and carcasses to be stored in such a way and disposed of at intervals sufficient to avoid: (a) The generation of offensive odours; (b) Offensive appearance; and (c) Those materials becoming a hazard to health.	☐ Yes ☐ No ☐ NA
10. Provide adequate cooling or heating and ventilation of any area in which any kennel, cage, or stalls in situated, individual cage heating is acceptable.	☐ Yes ☐ No ☐ NA
11. Insect screening on all open doors and windows	☐ Yes ☐ No ☐ NA
12. Safeguards installed on doors to prevent the escape of patients brought into the premises and to always ensure the effective confinement of animals. This standard extends to exercising/toileting facilities.	☐ Yes ☐ No ☐ NA
13. Have appropriate facilities for the disposal of sharps and clinical waste.	☐ Yes ☐No
14. Any vehicle/s used in connection with the premises used for house calls and mobile clinics, meets all regulatory and licensing requirements. **Photo to be uploaded with the application of the vehicle's interior and exterior.*	☐ Yes ☐No ☐ NA
15. Have on prominent display, the telephone number and days and hours of attendance and arrangements for obtaining after hours services, including any website, or answering service.	☐ Yes ☐ No
16. Where veterinary premises are located within the confines of a multi-use complex, premises are independent and separate from those of any other tenant or business type without direct public traffic ways between them. This includes airflow and doorways.	☐ NA ☐ Yes ☐ No
17. Standard of equipment and fittings in terms of age and suitability commensurate with range of procedures to be undertaken and physical attribute of premises.	☐ Yes ☐ No
18. Facilities to weigh small animal patients.	☐ Yes ☐ No
19. The ability to maintain, store and retrieve case records of veterinary examinations, procedures, tests, and treatments performed and maintained for all patients, and the	☐ Yes ☐ No

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confidentiality of these records must be ensured. (see VSRBSA Record Keeping Guidelines)	
20. Storage/security, labelling, recording of restricted and controlled drugs must meet SA Health requirements, including secure storage as required by the *Controlled Substances Act 1984.*	☐ Yes ☐ No
21. Kennels/cages/stables of sufficient size for the type of animal housed, constructed of solid impervious material, with no sharp edges or points on which the patient can injure itself and have adequate latching device to hold the patient securely and be able to be readily cleaned and disinfected, adequately drained and maintained in a sanitary condition to ensure comfort. **Photo to be uploaded with the application of the kennels/cages/stables.*	☐ Yes ☐ No ☐ NA
22. The premises must have a policy and/or procedure which outlines how the premises will provide facilities that allow for the prevention of the spread of contagious disease between patients including the provision of isolation facilities for animals: (a) With suspected infectious diseases; (b) Treated with chemical or radioactive substances that may be harmful to staff. When not occupied by such cases, it is acceptable for the area to be used for normal ward functions after adequate sterilization. **A copy of the policy and/or procedures to be uploaded with the application.*	☐ Yes ☐ No
23. Animals recovering from surgery must be kept in a warm, safe, and easily visible and accessible area with appropriate bedding/padding. There should be a dedicated area if recovering on floors. Recovery should not be in areas frequented by the public.	☐ Yes ☐No ☐ NA
24. An enclosed exercise area should be available for use of dogs that are housed for 24 hours or more (if their condition permits). The exercise area may be indoors or outdoors, and an outdoors area is preferable. If an indoor area, then proper arrangements (i.e., synthetic lawn or similar; drainage) should be provided for toileting.	☐ Yes ☐No ☐ NA
25. A defined area for the hygienic preparation and storage of food.	☐ Yes ☐ No ☐ NA
26. A **facility** for bathing and grooming of in-patients separate and apart from the surgical and examination areas.	☐ Yes ☐No
27. Where surgical services are offered there should be facilities for adequate storage and sterilisation of appropriate surgical instruments and equipment.	☐ Yes ☐ No ☐ NA
28. Surgical table of impervious material which can be readily cleaned and disinfected.	☐ Yes ☐No ☐ NA
29. Where general anaesthetics are administered, provide facilities and equipment for anaesthesia, oxygen provision and resuscitation of patients (e.g. an emergency kit and the ability to give positive pressure ventilation) and for routine procedures within business hours, have a trained assistant for the purpose of anaesthetic monitoring and to assist in maintaining sterility.	☐ Yes ☐No ☐ NA
30. A separate area for staff privacy (e.g. an office, lunchroom etc)	☐ Yes ☐No ☐ NA
31. Comply with safety standards, local authority by-laws or other applicable requirements that may apply.	☐ Yes ☐ No ☐ NA
32. **BOARDING FACILITIES** – Are Boarding Facilities to be incorporated in the veterinary premises? ***If yes***, areas incorporating accommodation compartments located in a separate area equipped with adequate lighting, heating, and/or cooling, ventilation and if possible, soundproofing – individual cage heating is acceptable.	☐ Yes ☐No ☐ NA
33. **MOBILE ONLY** - A formal arrangement must be in place with an approved veterinary premises equipped to deal with cases that require referral or medical attention in the event the veterinarian is unavailable. A letter form the practice must be submitted with this application confirming this arrangement. The letter must be on letterhead and the name and signature of the practice owner or the responsible person.	☐ Yes ☐No ☐ Letter attached

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Large animals *No large animals seen at the practice* ☐ NA

34. Sufficient area to facilitate the safe loading and unloading of large animals and movement of such transport used in the delivery of these animals.	☐ Yes ☐ No ☐ NA
35. Suitable form of stable or secure yard to hold animals on admission.	☐ Yes ☐No ☐ NA
36. A suitable grassed or surfaced area where horses can be safely examined.	☐ Yes ☐ No ☐ NA
37. If there is an enclosed secure solid structure, it must be able to be thoroughly cleaned and disinfected if needed.	☐ Yes ☐ No ☐ NA
38. Where warranted by the type of examination to be conducted, a set of examination stocks and/or squeeze crush.	☐ Yes ☐No ☐ NA
39. Suitable building, stable or secure safe yard, free from dust and enclosed, to allow for easy and proper sterilisation, provision for recovery from anaesthesia (if to be performed) and safely equipped for both animal and personnel safety.	☐ Yes ☐ No ☐ NA

Complete the following if radiology and pathology services are intended to be undertaken.

RADIOLOGY ☐NA

If radiographic services are offered, then the services should comply with EPA requirements. Radiation Licensing

40. X-ray equipment and facilities capable of producing diagnostic radiographs appropriate to the range and size of animals seen at the practice.	☐ Yes ☐ No
41. Equipment must be maintained, registered and the operator licensed as required under the *Radiation Protection and Control Act 2021.*	☐ Yes ☐ No

LABARATORY ☐ NA

42. A separate area should be provided with adequate bench space and equipment for the examination of blood, serum, urine, and faecal specimens or, demonstrable access to the usage of professional services in haematology, chemistry, bacteriology, parasitology, and pathology if these services are not carried out in the building.	☐ Yes ☐No
43. Refrigeration for laboratory use, which may be used for vaccine storage.	☐ Yes ☐ No

An inspection of the premises by the Board can be avoided if a reasonable amount of information is provided with your registration application. Please include any additional information in support of your application below and/or attach photographic evidence.

Declaration

I certify that the information provided on this form is true and complete, I am the responsible person named in this form and in the documents accompanying the application as set out.

Name:_____

Position:_____

Signature:_____

Date:_____

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Schedule 2
Veterinary hospitals registration (VH)

There is a public expectation that a Veterinary Hospital will offer a higher standard of service and level of care than that which is offered in normal veterinary surgery/clinic.

A Veterinary Hospital/Emergency Centre is an establishment where full facilities are provided for examination, diagnosis, prophylaxis, medical treatment, and surgery of animals and emergency services (professional diagnosis and emergency treatment) must be provided and must be readily available at all times.

While a veterinary hospital need not be open to the public at all times, professional personnel must always be available to ensure assessment and treatment of emergency cases within a reasonable length of time. Professional or paraprofessional personnel must also be available to ensure adequate monitoring and treatment of any hospital patients.

The hospital must have a protocol that ensures that sick or injured animals can be assessed, monitored and treated on a 24-hourly basis. The protocol should aim for assessment of the animal within 30 minutes of the client initiating contact if this is necessary for the welfare of the animal.

The out of hours emergency service may be organised in various ways such as the assignment of hospital staff, co-operative arrangements with other hospitals/clinics or by referral to an emergency centre. Similar arrangements for the monitoring and treatment of hospital patients are also satisfactory.

The **Australian Small Animal Veterinarians Group Accredited Veterinary Hospital Scheme** (ASAV-AVHS) recognises companion animal practices that achieve the highest levels of quality healthcare and practice management in innovative, state-of-the-art hospital facilities. If your premises has been accredited through ASAV – AVHS, the Board will recognise this accreditation to meet the required VSRBSA standards with no separate VSRBSA inspection being required. Please provide a copy of your current accreditation certification with your application.

If your Veterinary Hospital is not accredited through the ASAV-AVHS scheme, then you will be required to complete an application for registration for a Veterinary Hospital and include a completed copy of the ASAV-AVHS Preparation Checklist.

The ASAV-AVHS Hospital and Standards of Accreditation will be used to assess accreditation. An inspection of your premises will also be required.

Premises Details

Registration Type: ☐ Initial Registration ☐ Reinstatement ☐ Transfer ☐ Removal

Premises Registration Number: _____

Category of Premises:_____

Entity Name: _____

Date of ASAV-AVHS Accreditation:_____

ABN/ACN:_____

Name of the business carried on or proposed to be carried on at the premises:_____

Address:_____

Suburb:_____Postcode:_____

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Postal Address:_____

Suburb:_____Postcode:_____

Premises email address:_____

Premises telephone number:_____

Nature of veterinary services to be provided at the premises:_____

Name of the owner or lessee of premises:_____

Name of the responsible person in respect of the premises:_____

Email and telephone number of responsible person if different to the above:_____

Email:_____

Business Hours telephone contact:_____

Name of business/practice or businesses/practices to be carried on at the premises_____

Website address of the premises:_____

Requested date for registration/reinstatement/transfer or removal to commence:_____

PRESCRIBED STANDARDS

Refer to the current Australian Small Animal Veterinarians Group Accredited Veterinary Hospital Scheme Manual of Hospital Standards and Accreditation

1. The Hospital is currently accredited under the Australian Small Animal Veterinarians Group Accredited Veterinary Hospital Scheme	☐ Yes ☐No ☐ Accreditation Evidence attached
2. The Hospital is currently not accredited but has met the requirements of the preparation checklist for accreditation of the Australian Small Animal Veterinarians Group Accredited Veterinary Hospital Scheme	☐ Yes ☐ No ☐ Preparation Checklist attached

Any additional information in support of your application.

Declaration

I certify that the information provided on this form is true and complete, I am the responsible person named in this form and in the documents accompanying the application as set out.

Name:_____

Position:_____

Signature:_____

Date:_____

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Schedule 3
Responsibilities of a responsible person

The *Veterinary Services Act 2023* (s 41) requires that:

1. There is to be a responsible person in respect of each registered premises.
2. The responsible person in respect of registered premises is—
   (a) in the case of premises owned or occupied by an individual—that person; or
   (b) in the case of premises owned or occupied by an entity—the individual from time to time nominated by the entity in accordance with any requirements set out in the regulations as the responsible person in respect of the premises.

The Board must be notified in writing of the appointment, including the name and contact details of the person before they assume the duties of responsible person.

The prescribed person (as defined in s51(4) of the Act) must notify the Board if the responsible person leaves or is permanently replaced by completing and submitting the Change of Appointment of a responsible person Form.

Responsibilities

The specific responsibilities of the responsible person include ensuring that:

- Ensure that the conditions of any veterinary premises registration are being adhered, as any contravention in respect of the premises is an offence against the responsible person.
- They are in regular attendance at the premises
- They appoint someone to act on their behalf if they take leave for more than 2 weeks.
- They must, within 3 months of any change occurring in the information required to be included in the veterinary premises register, inform the Board in writing of the change.

  This information is as follows:

  (a) the name of the business carried on, or proposed to be carried on, at the premises; and
  (b) the address of the premises (if relevant); and
  (c) particulars of any limitation or condition of the premises' registration; and
  (d) the nature of the veterinary services to be provided at the premises; and
  (e) the name of the responsible person in respect of the premises; and
  (f) any other information prescribed by the regulations.

The Board considers the responsible person's management duties to include:

- To meet the requirements of registration of the premises
- To provide a central point of contact with the Board for any complaints received about the Veterinary Premises Standards
- To assist with assessments of the premises by an inspector.

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Schedule 4
Change of appointment of a responsible person Form

Premises Details

Business name: _____

ABN/ACN:_____

Premises name:_____

Address:_____

Suburb:_____ Postcode:_____

Postal Address:_____

Suburb:_____Postcode:_____

Email address:_____

Telephone:_____

Premises Registration Number: _____

Declaration

I/We are the prescribed person/s of the above registered veterinary premises (attached) appoint the following named person as the responsible person effective from {Insert date}

Name:_____Name:_____

Position:_____Position:_____

Signature:_____Signature:_____

Date:_____Date:_____

Responsible person details:

Given Name(s):_____

Family Name:_____

Work email address:_____

Personal email address:_____

Signature:_____Date: _____

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