



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 (PPH).

2. Regulatory requirements

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

Regulation 16 requires that the Licence Holder (LH) 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 require 90 days' notice
- between 10 and 49 residents requires 180 days' notice
- more than 49 residents require 270 days.

2.2. Annexure A

Criteria 1.C.1 of Annexure A outlines additional terms and condition of licence, require the Licence Holder to notify LARU within the above timelines if the LH wishes to cease to operate or is planning to sell the business and or plans to change the

2.3. The Private Hostel Closure Management Process

[The Private Hostel Closure Management Process](#), is a multi-agency document outlining the process on managing a licensee-initiated closure of a PPH. The document 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 PPH Regulations 1997 – Regulation 16, the following steps shall be taken:

1. The LH shall forward written notification of the intention to cease operating as a PPH to the LARU Licensing Manager at LARULicensing@health.wa.gov.au
2. Following formal notification of PPH closure, the LARU will direct the LH to complete a *Ceasing to operate a licensed private psychiatric hostel Form* - and provide a link to the multi- agency document [Private Hostel Closure Management Process](#).
3. The LH is required to cooperate fully with persons appointed to oversee the preparation and relocation of the residents and address the matters outlined in the LARU “Cease to Operate a Private Psychiatric Hostel” Form. This form must be completed and returned to LARU no later than 5 working days post closure.

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>
V3	April 2026	March 2029	Minor Updates – reference to Approved Supervisor removed

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

5. Approval

Approval by	Marie Sheehan Licensing Manager Licensing and Accreditation Regulatory Unit
Approval date	20 April 2026

This document can be made available in alternative formats on request for a person with a disability.

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