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| **S:\Consistent Practice and Support\(DET) Insignia Blue Left Aligned.jpg** | **Application for approval of premises**  ***Children’s Services Act 1996, Children’s Services Regulations 2009*** |

# About this application

* For a children’s service to operate, the premises must first be approved as suitable by the Secretary or Delegate of the Department of Education and Training (the Department). Without premises approval, a children’s service cannot be licensed.

# Types of services

This application refers to different types of services. The types of services and descriptions of each are provided below.

* **Standard:** A children’s service that is an early childhood intervention service; or an occasional care service; or a mobile service; or a budget based service.

### Limited hours:

* Type 1. A children’s service established to care for or educate each child for not more than 2 hours a day and not more than a total of 6 hours a week.
* Type 2. A children’s service established to care for or educate each child for not more than 5 hours a day and not more than a total of 15 hours a week.

### Short term:

* Type 1. A children’s service established to care for or educate children for not more than 120 days in a 12 month period.
* Type 2. A children’s service established to care for or educate children for not more than 72 hours in a 3 month period.
* **School holidays care:** A children’s service that is established to care for or educate school children for no more than 4 weeks per calendar year during school holidays.
* **Integrated service**: A children’s service that consists of 2 or more types of children’s service (other than a short term service) provided at one premises by one licensee.
* **Associated children’s service** is a children’s service that is operated at the same place as an approved education and care service under the *Education and Care* Service*s National Law Act 2010* and *Education and Care* Servic*es National Regulations 2011*.

### Approval of premises does not apply to associated children’s services or approved associated children’s services.

**What you need to do before lodging this application**

* You must collect and provide a range of documents showing the layout, the space provided and suitability of the premises.
* The documents you need to provide as part of this application depend on the type of service to be conducted at the premises.

For school holiday care services it also depends on whether the service is operated at a registered school or at a location that is not a registered school.

* A full list of documents is shown in the Document Checklist on page **2**. The checklist details the type of document, who completes it and whether it needs to be provided for the type of service proposed to operate.
* Where possible, plans should be no greater than A3 in size.

# Further information

* Further information about operating a children’s service is available at [www.education.vic.gov.au](http://www.education.vic.gov.au/) or contact with the Service Administration and Support Unit by email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au) or Telephone 1300 307 415

**Privacy** The Secretary to the Department of Education and Training is committed to responsible and fair handling of personal information, consistent with the *Information Privacy Act 2001 (Vic),* the *Health Records Act 2001 (Vic)* and other statutory obligations including obligations under the *Children’s Services Act 1996 (Vic)*. The Department of Education and Training may need to disclose your personal information to other State and Commonwealth agencies to check or confirm the information you have provided. You can request access to or update your personal information by contacting us. Our information privacy policy is available at [www.education.vic.gov.au.](http://www.education.vic.gov.au/)

**CS 1**

Version (01/11/11)

**Document Checklist**

**If an integrated service is proposed at the premises, you only need to provide one copy of each document but you must ensure you include the required information for each type of service.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document information** | | | **Is document/information**  **required for this type of service?** | | | | | **A T T A C H E D** |
| **Name of document** | **Information that must be**  **shown on document for children’s service** | **Who needs to**  **complete** | **Standard** | **School**  **Holidays Care**  (at registered  school) | **School**  **Holidays Care**  (not at  registered school) | **Limited**  **Hours**  (all) | **Short**  **term**  (all) |
| **Site Plan (final)** | Showing buildings and surrounding areas. | A registered building practitioner for all except school holidays care or short term type 2 service. | Yes | No | Yes | Yes | Yes |  |
| **Elevation plans** of the premises |  | A registered building practitioner for all except school holidays care service. | Yes | No | Yes | Yes | No |  |
| **Diagram or Floor Plan of children’s rooms and outdoor space on premises**  **(or a combination of both)** | Showing all indoor and outdoor space. For each room, provide a unique number (eg room 1, room 2, room 3 etc) and a description (e.g. children’s room, children’s outdoor space, kitchen, toilet etc). | A registered building practitioner for all except school holidays care at registered schools or short term type 2 service. | Yes | Yes | Yes | Yes | Yes |  |
| **Diagram or description of outdoor space not on premises** | For any outdoor space not included on the premises of the children's service, a brief description or diagram of where the outdoor space is located. | Not required to be completed by a registered building practitioner. | No | Yes | Yes | No | No |  |
| **A completed *Children’s Service Area Measurements* form** | That shows the measurements for the children’s rooms and outdoor space. | A registered building practitioner for all except school holidays care at registered schools or short term type 2 service. | Yes | Yes | Yes | Yes | Yes |  |
| **Soil assessment** if not previously supplied | The nature, extent and levels of contamination and if any contamination, the actual or potential risk to human health resulting from that contamination. | An environmental consultant, environmental consulting firm, or environmental auditor. | Yes | No | Yes, if outdoor space at premises | Yes, if outdoor space at premises | No |  |
| **Planning permit** if the building is being constructed or is otherwise required by the *Planning and Environment Act 1987* | Detailing appropriate planning approval for the building or works. | Relevant Council or qualified practitioner. | Yes | No | Yes | Yes | Yes |  |
| **Building permit** if the building is being constructed or is otherwise required by the *Building Act 1993* | Detailing appropriate planning approval for the building or works. | Relevant Council or qualified practitioner. | Yes | No | Yes | Yes | Yes |  |
| **Occupancy permit, certificate of final inspection or building surveyor’s statement** | If you have this document now, attach with the application or if not yet available can be submitted at a later date before the final approval of premises. | Relevant Council or qualified practitioner. | Yes | No | Yes | Yes | Yes |  |

# Applicant’s details

### What type of applicant are you?

**Individual**

Title (Mr etc) Family Name Given names Date of Birth

ABN (if applicable) Daytime telephone number (AH) emergency contact number

Fax number Email address

**Body Corporate** Company Incorporated association Cooperative Partnership Corporation/Government School Council

Full name of company, incorporated association, cooperative, partnership or corporation/Government School Council

ACN (if applicable) ABN (if applicable)

### Postal address

Building name (if applicable)

Unit, floor, street number and street name or PO box Suburb/Town State Postcode

### Provide details of the contact person for any enquiries and correspondence about this application.

Yourself as the individual applicant OR an alternative contact person nominated below OR the name of the contact person for the body corporate

Title (Mr, Mrs, etc) Family Name Given names

Daytime telephone number (AH) emergency contact number Fax number

Email address

Postal address Same as postal address in question **2** OR Different postal address specified below Building name (if applicable)

Unit, floor, street number and street name or PO box Suburb/Town State Postcode

# Children’s service premises details

### Name of children’s service (if known)

1. **Address of children’s service premises (P.O. boxes cannot be accepted)**

Unit, floor, street number and street name Suburb/Town State Postcode VIC

1. **In which Local Government Area is the service located?** (e.g. Port Phillip, Swan Hill)

### Is this location a registered school?

No � Go to question **8.**

Yes � Name of school School registration number

### After which date will the premises be ready for inspection by the Department of Education and Early Childhood Development?

**Types of services**

1. **What types of services are intended to operate at the premises?** Refer to the descriptions on page **1** and choose all that apply

|  |  |  |  |
| --- | --- | --- | --- |
| Type of service | Tick/Check the box below if providing this type of service | Ages of children  (range) | Proposed capacity at premises (maximum number of children’s places) |
| Standard |  |  |  |
| School holidays |  |  |  |
| Limited hours Type 1 |  |  |  |
| Limited hours Type 2 |  |  |  |
| Integrated (2 or more of the services listed above. Make sure you have ticked and provided details of relevant services above) |  | Integrated service total number of children’s places (add numbers at each service and write here) | |
| Short term Type 1 |  |  |  |
| Short term Type 2 |  |  |  |

# Declaration and signature

### I declare/certify that:

* + the information in this application and any attachments are true and correct.
  + if a body corporate applicant, this application is signed in accordance with the rules governing the body corporate legal entity.
  + if intending to operate an school holidays care service, I declare that all outdoor spaces, or outdoor space equivalents provide a useable area of at least 7 square metres per child and comply with regulation 98 of the *Children’s Services Regulations 2009*.

### Who must sign:

Individuals: The individual applicant.

Company: Two directors of the company, or a director and company secretary, or if sole proprietor the sole director. Incorporated association: The Public Officer and one other member of the management committee.

Cooperative: Two directors of the cooperative, or a director and one other officer of the cooperative.

Partnership: A managing partner who is authorised to sign on behalf of the partnership. This signature binds all partners. Corporation/Government School Council: Signed in accordance with rules of the corporation/council.

Signature Printed name Position (if body corporate) Date

*X*

Signature Printed name Position (if body corporate) Date

## X

**What to do next**

### Attach documents

* Make sure you have attached all relevant documents specified in the document checklist on page **2** or your application will be delayed.

### Pay the application fee

* The application fee must be paid at the time of application. There is no GST payable on any fee.
* The fee amount depends on the number of children’s places you are proposing to provide. Fee amounts are listed in the fees sheet at [www.education.vic.gov.au.](http://www.education.vic.gov.au/)

### How to pay

* By cheque made payable to ‘Department of Education and Training’.

### Lodge your application

* By posting to: Department of Education and Training

Quality Assessment and Regulation Division

Children’s Services Administration and Support Unit GPO Box 4367 Melbourne Victoria 3001

# What happens then

* You will receive an acknowledgement that your application has been received. You may need to provide further information.
* If any change occurs in the information you have provided in your application, you must notify the Department of Education and Training as soon as possible.
* When the form is completed correctly and all necessary documents are provided, within 30 days a Children’s Services Authorised Officer will contact you to arrange an onsite inspection of the premises.
* If your application is successful, you will receive a *Certificate of Approval of Premises*.