

Children's Service Area Measurements

Children's Services Act 1996, Children's Services Regulations 2009

About this form

- This form should be used to provide measurements of the children's service areas at the Approval of Premises stage or if there are alterations or extensions to the children's service premises.
- Except for school holidays care at registered schools or applicants applying for a Short Term Type 2 licence, the measurements required must be completed by a registered building practitioner:
 - a building surveyor, building inspector, engineer or draftsperson registered as a building practitioner under the Building Act 1993; or
 - o an architect registered under the Architects Act 1991; or
 - o a licensed surveyor within the meaning of the Surveying Act 2004.
- The room and area numbers on this form must correspond with the same room and area numbers on the floor plan or diagram.
- If you are applying for an Approval of Premises for a Limited Hours or Short Term Type 1 service you are required to submit
 area measurements completed by a registered building practitioner for children's rooms. Where outdoor space will be used or
 provided, the useable area or dimensions of that space are required.

Further information

Further information about operating a children's service is available at www.education.vic.gov.au or contact the Service Administration and Support Unit by email: licensed.childrens.servces@edumail.vic.gov.au or telephone 1300 307 415

De	ils of children's service	
1.	lame of children's service (if known)	
2.	Address of children's service premises (PO boxes cannot be accepted) Unit, floor, street number and street name Suburb/Town State Postcode VIC	<u>,</u>
De	ils of person conducting and certifying the area measurements	
3.	Title (Mr etc) Family Name Given names Organisation (if applicable)	
	Daytime telephone number Fax number Email address	
4.	Except for registered schools or a short term type 2 children's service, this form must be completed by a registered building practitioner. Are you a registered building practitioner? No	
	Building surveyor Building inspector Engine Licensed surveyor Draftsperson Archite	
	What is your registration number?	
	Where are you registered or licensed to practice?	

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.



Area measurements

Children's rooms

5. Provide the floor area measurements of each children's room where the service will care for or educate children. Each room number specified below must correspond with the same room number provided on the floor plan or diagram.

For premises where a school holidays care service will be provided, do not include the indoor playing spaces in this section. You need to provide these separately in question **8**.

You can only include unencumbered space in calculating the floor area of children's rooms. The following must be excluded:

- A passageway or thoroughfare less than 3 metres wide
- A kitchen
- A toilet or shower area
- A cupboard or other storage area
- · Cot rooms and areas permanently set aside for the use or storage of cots
- · Door swing areas
- Any other ancillary area

Measurements of children's rooms

(if more than 20 rooms photocopy this page as needed or attach a separate sheet titled 'Children's Rooms')

Children's room number provided on floor plan or diagram	Floor area (sqm)	Divide area by 3.25 sqm.	Office use only Number of children per room
		(Office use only) Total	

				(Office use only) Total	
6. Is the children's service only providing a limited hours service? No					
	Yes □-7	Go to question 12. for outdoor space.	You are not required to provide	measurements completed by a	registered building practitioner
7.	Is the child		viding a short term Type 1 servic		
	No7	Go to question 8 an	d provide details of the outdoor s	space.	
	Yes □-7	Go to question 12. for outdoor space.	You are not required to provide	measurements completed by a	registered building practitioner

Outdoor space measurements

Outdoor space

8. Provide the useable area measurements of each outdoor space located at the premise where the service will care for or educate children.

Each outdoor space number specified below must correspond with the same outside space number provided on the floor plan or diagram.

In calculating the usable outdoor space area, the following must be excluded:

- Pathways or thoroughfares less than 3 metres wide;
- · Car parking areas;
- · Storage sheds and other fixed items that prevent children from using the space;
- Any other ancillary area.

Measurements of outdoor space

(if more than 6 outdoor spaces photocopy this page as needed or attach a separate sheet titled 'Outdoor space')

(in those than 6 outdoor spaces photocopy this page as needed or attach a separate sheet titled. Outdoor space)				
Outdoor space number provided on floor plan or diagram	Area (sqm)	Divide area by 7 sqm.	Office use only Number of children per outdoor space	
(Office use only) Total				

Outdoor Space equivalents (applicable for school holidays care services only)

Indoor playing space provided at or near the premises

9.	Is the school holidays care service providing indoor playing space as an alternative or in addition to outdoor space indicated in question 8?
	No
	Yes -7 Provide the useable floor area measurements of each indoor playing space area where the service will care for or
	educate children. Each indoor playing space area number specified below must correspond with the same indoor playing
	space area number provided on the floor plan or diagram and must not include areas already allocated as floor area of a

Measurements of indoor playing space

children's room in question 5.

(if more than 6 indoor play spaces photocopy this page as needed or attach a separate sheet titled 'Indoor Playing Space')

(if there than 6 indeed play spaces photocopy this page as needed of attach a separate sheet titled indeed in alyting opace)				
Indoor playing space area number provided on floor plan or diagram	Floor area (sqm)	Divide area by 7 sqm	Office use only Number of children per indoor playing space	
		(Office use only) Total		

	Brief description or diagram of where the space near the Street number (if applicable) and street name	Suburb/Town	State	Postcode
			VIC	
	A copy of a street directory map, internet map or diagrarelation to the service.	am must be attached to demonstrate w	where the space is	located in
	Go to question 10.			
ut	door space provided near the service			
0.	Is the school holidays care service providing outdoor s indicated in questions 8 or 9?	pace near the service as an alternative	e or in addition to o	utdoor spac
	No7 Go to question 11. You do not need to pro			
	Yes			ng outdoor
	Brief description or diagram of where the space near the	ne service is located		
	Street number (if applicable) and street name	Suburb/Town	State	Postcode
			VIC	
	Go to question 11.			
e	claration and signature			
1.	I declare that the outdoor space equivalents indicated metres per child and comply with regulation 98 of the 0	Children's Services Regulations 2009	able area of at leas	st 7 square
	Signature	Date	_	
	X			
er	tification and signature of person cond	ducting measurements		
	tification and signature of person cond		a conducted in acc	ordonoo wit
	rtification and signature of person cond I certify that the information in this application is true at the Children's Services Act 1996 and Children's Service	nd correct and the measurements were	e conducted in acc	ordance with
	I certify that the information in this application is true as	nd correct and the measurements were	e conducted in acc	ordance witl
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• Include this form with the Application for Approval of Premises. You may be contacted to provide further information.