

## 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 draftsman registered as a building practitioner under the *Building Act 1993*; or
  - an architect registered under the *Architects Act 1991*; or
  - 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](http://www.education.vic.gov.au) or contact 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

## Details of children's service

1. Name 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

## Details 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 -7 Go to question 5.  
 Yes -7 What type of practitioner?

Building surveyor  Building inspector  Engineer   
 Licensed surveyor  Draftsperson  Architect

What is your registration number?

Where are you registered or licensed to practice?



## 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')

| Outdoor space number provided on floor plan or diagram | Area (sqm) | Divide area by 7 sqm. | Office use only<br>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 -7 Go to question 10. You do not need to provide details of indoor playing space.

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 children's room in question 5.

### Measurements of indoor playing space

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

| Indoor playing space area number provided on floor plan or diagram | Floor area (sqm) | Divide area by 7 sqm | Office use only<br>Number of children per indoor playing space |
|--|------------------|----------------------|--|
|  |                  |                      |  |
|  |                  |                      |  |
|  |                  |                      |  |
|  |                  |                      |  |
|  |                  |                      |  |
|  |                  |                      |  |
| (Office use only) Total  |                  |                      |  |

Where indoor playing space is not at the premises, please provide the following information

Brief description or diagram of where the space near the service is located

Street number (if applicable) and street name

Suburb/Town

State

Postcode

A copy of a street directory map, internet map or diagram must be attached to demonstrate where the space is located in relation to the service.

Go to question 10.

### Outdoor space provided near the service

10. Is the school holidays care service providing outdoor space near the service as an alternative or in addition to outdoor space indicated in questions 8 or 9?

No -7 Go to question 11. You do not need to provide details of indoor playing space.

Yes -7 The school holidays care service intends to use space near the service as an alternative to providing outdoor space at the location where the service operates. *Note that this space is not required to be measured.*

Brief description or diagram of where the space near the service is located

Street number (if applicable) and street name

Suburb/Town

State

Postcode

A copy of a street directory map, internet map or diagram must be attached to demonstrate where the space is located in relation to the service.

Go to question 11.

### Declaration and signature

11. I declare that the outdoor space equivalents indicated in questions 9 and/or 10 provide a useable area of at least 7 square metres per child and comply with regulation 98 of the *Children's Services Regulations 2009*

Signature

Date

### Certification and signature of person conducting measurements

12. I certify that the information in this application is true and correct and the measurements were conducted in accordance with the *Children's Services Act 1996* and *Children's Services Regulations 2009*.

Signature

Date

### What to do next

- Include this form with the Application for Approval of Premises. You may be contacted to provide further information.