

Request to Cancel a Licence

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

About this application

- The Secretary or Delegate of the Department of Education and Early Childhood Development may cancel a licence or service approval to the extent that it relates to an approved associated children's service, upon request by a licensee or approved provider, or if a licensee or approved provider has ceased operating a children's service.
 - A licensee or approved provider should use this form when requesting to cancel a licence or service approval.

Applicant/Licensee/Approved Provider details

1. Children's service licence number or service approval number

2. Full name of licensee or approved provider

3. Postal address of licensee or approved provider

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

Children's service details

4. Name of children's service

5. Address of children's service (P.O. boxes cannot be accepted)

Unit, floor, street number and street name

Suburb/Town

State

Postcode

6. Postal address of children's service

Same as postal address in question 3

Same as address in question 5

Or different postal address specified below

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

7. Email address

Daytime telephone number

Fax number

8. In which Local Government Area is the service located? (eg Port Phillip, Swan Hill)

Cancellation details

9. On what date do you propose the cancellation of the licence or service approval to come into effect?

10. Why are you requesting the cancellation of the licence or service approval? Please provide any evidence supporting those reasons.

11. How do you intend to notify the parents or guardians of children who are cared for or educated by the service about the cancellation of the licence or service approval? Describe the process you propose to undertake.

Contact person for application

12. Provide details of the person who will be the contact for any enquiries about this application.

Title (Mr, Mrs, etc)

Family Name

Given names

Email address

Business hours telephone number

Fax number

Postal address

Same as licensee's or approved provider's postal address in question 3

Same as children's service premises address in question 5

Same as children's service postal address in question 6

Or different postal address specified below

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

Declaration and signature

13. I declare that:

- the information in this application and any attachments are true and correct;
- if a body corporate, this application is signed in accordance with the rules governing the body corporate legal entity.

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			

Document checklist

- If available, you should attach evidence supporting your reasons for the cancellation.

What to do next

There is no fee to lodge the application.

Lodge your application

By posting to: Department of Education and Training
Quality Assessment and Regulation Division
Service 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 the Secretary decides to cancel your licence or service approval, you will be given written notice of the cancellation at least 7 days before the cancellation takes effect.
- 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.