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| **S:\Consistent Practice and Support\(DET) Insignia Blue Left Aligned.jpg**  | **Application to Vary, Revoke or Impose a Condition or Restriction on 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 Training may vary, revoke or impose a new condition or restriction on a licence or service approval on the request of a licensee or approved provider, or on their own initiative after consultation with a licensee or approved provider.
* A licensee or approved provider should use this form when making application to vary, revoke or impose a condition or restriction on 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

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

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

VIC

1. 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

1. Email address Daytime telephone number Fax number
2. In which Local Government Area is the service located? (eg Port Phillip, Swan Hill)

**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 17**

Version (01/11/11)

## Variation details

1. Are you applying to impose a new condition or restriction on the licence or service approval? No -7 Go to question **10.**

Yes -7 What is the condition or restriction you are seeking to be imposed and why?

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| --- | --- |
| Specific description of the condition or restriction sought | Reason for seeking this new condition or restriction |
|  |  |

1. Are you seeking to vary an existing condition or restriction on the licence or service approval? No -7 Go to question **11.**

Yes -7 What is the condition or restriction you are seeking to vary and why?

|  |  |  |
| --- | --- | --- |
| Existing condition or restriction | Specific description of the variation sought | Reason for variation |
|  |  |  |

1. Are you seeking to revoke an existing condition or restriction on the licence or service approval? No -7 Go to question **12.**

Yes -7 What is the condition or restriction you are seeking to be revoked and why?

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| --- | --- |
| Existing condition or restriction | Reason for revocation |
|  |  |

1. Since the Approval of Premises, have there been any material changes in relation to the structure, design or location of the children’s services premises?

No -7 Go to question **13.**

Yes -7 Please detail all changes below. If you need additional space, attach a separate page titled ‘Changes to Premises’.

## Contact person for application

1. 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

1. I declare that:
	* the information in this application is 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

**What to do next**

#### 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 the service provides. Fee amounts are listed in the fees sheet at

[www.education.vic.gov.au](http://www.education.vic.gov.au/) or may be obtained by calling 1300 307 415.

* No fee is payable with respect to a short term licence.

#### 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

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.
* A notice will be sent to you within 7 days of the Secretary's decision.
* A variation does not take effect until 30 days after the Secretary gives you notice in writing, unless the Secretary, with your consent, determines it should take effect earlier.
* 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.