

# **Application to Vary Period of 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 the period of a licence.
- An application to vary a licence period may be considered for any licence type.
- The period of a licence may be varied but cannot exceed 5 years in total, except a short term licence which may not exceed 1 year.

## Documents you must provide with this application

- If within the last 5 years any of the following persons have not previously been approved as fit and proper by the Secretary
  or Delegate of the Department, a completed Determination of Fit and Proper Person form for:
  - The licensee
  - o All directors or officers of a body corporate (company, incorporated association, cooperative, partnership, corporation/government school council) who exercise or may exercise control over the operation of the children's service;
  - o Any other person who is a primary or approved nominee who will manage or control the children's service in the licensee's absence.
- With regard to licensees, body corporate directors/officers and nominees who have been approved as fit and proper by
  the Secretary or Delegate of the Department within the previous 5 years and where there has been material changes to
  the information provided to the Department regarding the previous fit and proper determination, a letter detailing the
  material changes, indicating the person(s) to whom the changes relate.

| Aр | plicant/Licensee details  |                              |            |          |  |  |  |
|----|---|------------------------------|------------|----------|--|--|--|
| 1. | Children's service licence number   |                              |            |          |  |  |  |
| 2. | Full name of licensee   |                              |            |          |  |  |  |
| 3. | Postal address of licensee Building name (if applicable)  |                              |            |          |  |  |  |
|    | Unit, floor, street number and street name or PO box  | Suburb/Town                  | State      | Postcode |  |  |  |
| Ch | ildren's service details  |                              |            |          |  |  |  |
| 4. | Name of children's service  |                              |            |          |  |  |  |
| 5. | Address of children's service (P.O. boxes cannot be acceunit, floor, street number and street name  | epted) Suburb/Town           | State VIC  | 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 C   | Daytime telephone number     | Fax number |          |  |  |  |
| 8. | 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 <a href="https://www.education.vic.gov.au">www.education.vic.gov.au</a>.



|     | No7 Go to question 10.   |  |  |  |  |  |
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|     | Yes7 Please detail all changes below   |  |  |  |  |  |
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| .IC | ence period  |  |  |  |  |  |
| 0.  | What is your current licence period?   |  |  |  |  |  |
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| 1.  | What new licence period are you seeking? Note that the period of a licence may not be varied to exceed 5 years, except for a short term licence which may not exceed 1 year. |  |  |  |  |  |
|     | From To  |  |  |  |  |  |
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| 2.  | What are the reasons for seeking to vary the licence period?   |  |  |  |  |  |
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| 3.  | Are you seeking to extend your licence period?   |  |  |  |  |  |
|     | Yes7 Go to question 14.  |  |  |  |  |  |
|     | No7 Go to question 17.   |  |  |  |  |  |
| 4.  | Are you a body corporate licensee (Company, Incorporated association, Cooperative, Partnership, Corporation or   |  |  |  |  |  |
|     | Government School Council)   |  |  |  |  |  |
|     | Yes7 Go to question <b>15.</b>   |  |  |  |  |  |
|     | No7 Go to question <b>16.</b>  |  |  |  |  |  |
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Since the grant of the Approval of Premises, have there been any material changes in relation to the structure,

9.

## Body corporate director/officer details

| as fit and perceive means for the composition of th | proper by the Secretary or Dele<br>nanagement or control over the<br>this page as needed or attach se<br>Officers Not Exercising Managem  |  | rs and officers who will<br>n 8 directors/officers,<br>t or Control' and   |
|--|---|--|--|
| Directors <i>i</i><br>Title  | Family Name   | ise management or control over the operation o<br>Given names  | or the children's service<br>Date of bi  |
| Tille  |   | Given names  |  |
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| Directors/0  | Officers who will <u>not</u> exercise n   | nanagement or control over the operation of the  | children's service   |
| Title  | Family Name   | Given names  | Date of bi   |
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## Contact person for application 17. 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 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** 18. I declare that: the information in this application and any attachments are true and correct; the individual licensee, body corporate directors/officers and nominees who will or may exercise management or control over the children's service have either been previously approved as fit and proper by the Secretary or Delegate of the Department within the last 5 years or the required fit and proper documentation has been provided with this application. with regard to the licensee, body corporate directors/officers and nominees who have been approved as fit and proper by the Secretary or Delegate of the Department within the last 5 years, there have been no material changes to the information provided to the Secretary or Delegate of the Department regarding the previous fit and proper determinations or information regarding any such changes has been provided with this application; all nominees who will manage or control the children's service are fit and proper persons in accordance with the Children's Services Act 1996 and Children's Services Regulations 2009; I have assessed all accepted nominees as fit and proper in accordance with the Children's Services Act 1996 and the Children's Services Regulations 2009, including reviewing: - a current assessment notice (Working With Children Check), or a current certificate of registration as a teacher (Victorian Institute of Teaching registration); - relevant qualifications or certificates of completed training; - any mental or physical condition that may impair their ability to operate or exercise management or control over a children's service: and - information from at least 2 referees provided by the person to attest to their integrity, good character and repute; if a body corporate licensee, the body corporate has sufficient finances to operate the children's service and meet it debts and 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  |   |  |  |  |  |
|---|---|--|--|--|--|
| For   | individual applicants:  |  |  |  |  |
|   | With regard to yourself and any nominees who have been approved as fit and proper by the Secretary or Delegate of the Department within the previous 5 years where there has been material changes to the information provided to the Department regarding the previous fit and proper determination, a letter detailing the material changes, indicating the person(s) to whom the changes relate.                                     |  |  |  |  |
| <u>If wit</u>   | hin the last 5 years not previously approved as a fit and proper person by the Secretary or Delegate of the Department:   |  |  |  |  |
| $\sqcup$  | A completed Determination of Fit and Proper Person form for yourself.   |  |  |  |  |
|   | A completed <i>Determination of Fit and Proper Person</i> form for the primary nominee and all approved nominees listed in question <b>16</b> . You do not need to include this form for Accepted Nominees.   |  |  |  |  |
| For   | body corporate applicants:  |  |  |  |  |
|   | With regard to licensees, body corporate directors/officers and nominees who have been approved as fit and proper by the Secretary or Delegate of the Department within the previous 5 years and where there has been material changes to the information provided to the Department regarding the previous fit and proper determination, a letter detailing the material changes, indicating the person(s) to whom the changes relate. |  |  |  |  |
| If within the last 5 years not previously approved as a fit and proper person by the Secretary or Delegate of the Department: |   |  |  |  |  |
|   | A completed <i>Determination of Fit and Proper Person</i> form for all directors or officers of the body corporate who will exercise management or control over the children's service.   |  |  |  |  |
|   | A completed <i>Determination of Fit and Proper Person</i> form for any primary nominee and all approved nominees listed in question <b>16</b> . You do not need to include this form for Accepted Nominees.   |  |  |  |  |
|   |   |  |  |  |  |

### What to do next

#### **Attach documents**

Make sure you have attached all relevant documents specified in the document checklist 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 the service provides and the licence period. Fee amounts are listed in the fees sheet at <a href="www.education.vic.gov.au">www.education.vic.gov.au</a> or may be obtained by calling 1300 307 415.
- There is no fee for varying 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.