

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;
 - 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;
 - 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.

Applicant/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

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)

9. Since the grant of 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 10.

Yes -7 Please detail all changes below

Licence period

10. What is your current licence period?

11. 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

12. What are the reasons for seeking to vary the licence period?

13. Are you seeking to extend your licence period?

Yes -7 Go to question 14.

No -7 Go to question 17.

14. Are you a body corporate licensee (Company, Incorporated association, Cooperative, Partnership, Corporation or Government School Council)

Yes -7 Go to question 15.

No -7 Go to question 16.

Body corporate director/officer details

15. Provide details of the directors or officers of the body corporate who will or may exercise management or control over the operation of the children's service (must be at least one director/officer). These persons must be approved as fit and proper by the Secretary or Delegate of the Department. Also list those directors and officers who will not exercise management or control over the operation of the children's service? If more than 8 directors/officers, photocopy this page as needed or attach separate lists titled 'Directors/Officers in Management or Control' and 'Directors/Officers Not Exercising Management or Control'.

Directors/Officers who will or may exercise management or control over the operation of the children's service

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Directors/Officers who will not exercise management or control over the operation of the children's service

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Management and control of the children's service

16. When the licensee (individual licensee or managing body corporate directors or officers) is not present at the premises, you must provide details of all other persons who will or may manage or control the children's service in the licensee's absence. These persons are your nominees.

There are three types of nominees:

Primary Nominee. The person who will have primary responsibility for managing or controlling the children's service in the licensee's absence. This person must be approved as a fit and proper person by the Secretary or Delegate of the Department.

Approved Nominees. Persons who will or may manage or control the service on a regular or scheduled basis. These persons must be approved as fit and proper persons by the Secretary or Delegate of the Department.

Accepted nominees. Persons who will or may manage or control the service on a short-term or irregular basis. These persons do not need to be approved by the Secretary or Delegate of the Department but the licensee must ensure they are fit and proper to manage or control a children's service.

If you need additional space to list all nominees, photocopy this page as needed or attach a separate list titled 'Nominees' with the details below and specify which type of nominee each person is.

Primary Nominee

Provide the name of the primary nominee

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved Nominees

Provide the names of all other persons who will or may manage or control the service on a regular/scheduled basis

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accepted Nominees

Provide the names of all other persons who will or may manage or control the service on a short-term/irregular basis

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email address	Business hours telephone number		Fax number	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Postal address				
Same as licensee's postal address in question 3 <input type="checkbox"/>				
Same as children's service premises address in question 5 <input type="checkbox"/>				
Same as children's service postal address in question 6 <input type="checkbox"/>				
Or different postal address specified below				
Building name (if applicable)				
<input type="text"/>				
Unit, floor, street number and street name or PO box		Suburb/Town	State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

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 its 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
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Printed name	Position (if body corporate)	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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 *Determination of Fit and Proper Person* form for yourself.
- A completed *Determination of Fit and Proper Person* form for the primary nominee and all approved nominees listed in question 16. 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 *Determination of Fit and Proper Person* form for all directors or officers of the body corporate who will exercise management or control over the children's service.
- A completed *Determination of Fit and Proper Person* form for any primary nominee and all approved nominees listed in question 16. 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 www.education.vic.gov.au 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.