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| **ADescription: S:\Consistent Practice and Support\(DET) Insignia Blue Left Aligned.jpg** | **Application for Voluntary Suspension of 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 grant a voluntary suspension of licence, or in the case of an associated children’s service a service approval if
  + The premises at which the children’s service operates will be undergoing building works or renovations during the proposed period of suspension; or
  + The children’s service is located in a rural or remote area and low enrolments mean that it would not be viable to operate the service during the proposed period of suspension; and
  + The licence has not previously been suspended during its current term, or in the case of an associated children’s service, the service approval has not been suspended in the previous 5 years; and
  + The proposed period of suspension is no longer than 12 months

# Documents you must provide with this application

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

# 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

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Version 1/11

# Voluntary suspension details

1. For what period are you seeking the suspension of licence or service approval (note the maximum period of suspension is 12 months)?

Start date End date

1. Why are you seeking the suspension of licence or service approval?

The premises at which the service operates will be undergoing building works or renovations during the proposed period of suspension.

The children’s service is located in a rural or remote area and the number of children enrolled at the service is not viable to operate the service during the proposed period of suspension

-7 Go to question **11**

-7 Go to question **12**

1. For building works or renovations, have you submitted or will you be submitting an *Application for Approval of Alterations or Extensions* form?

Yes -7 Date submitted or Proposed date of submission

No -7 Describe the proposed changes to the structure and design of the premises

1. How do you intend to notify the parents or guardians of children who are cared for or educated by the service about the suspension of the licence or service approval? Describe the process you propose to undertake
2. Will the service offered by the children’s service be different on resumption of the licence or service approval?

No -7 Go to question **14.**

Yes -7 Describe the differences

# 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 and any attachments are true and correct;
   * it is intended the children’s service will resume operation at the end of the period of suspension;
   * 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 suspension (e.g. planning permit, enrolment information)

# 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 or service approval period.

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.

* 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.
* The Secretary will give notice in writing of the decision on the licence or service approval. The period of suspension remains in force for the period of time specified in the notice.
* A licensee or approved provider whose licence or service approval is suspended is deemed not to be a licensee or approved provider in respect of the premises to which the licence or service approval applies for the period of suspension.
* If any change occurs in the information you have provided in your application, you must notify your Regional Office as soon as possible.