

# AS06 APPLICATION FOR VOLUNTARY SUSPENSION OF SERVICE APPROVAL

*Children's Services Act 1996 and Children's Services Regulations 2020.*

## Use this form if you are:

- applying to the Regulatory Authority for the suspension of a service approval for a period of not more than 12 months.



▶ **Remember to attach all required documents - without this your application or notification cannot be assessed.**

- ▶ The regulatory authority will make a decision on your application within **30 days** if your application and all the required documents are complete.
- ▶ If the provider approval is suspended, any children's service approval held by that provider is also taken to be suspended for the same period.
- ▶ The approved provider must, at least **14 days** before making an application (under s83(4) of the Act), notify the parents of children enrolled at the children's services operated by the approved provider of the intention to make the application.



▶ **The Regulatory Authority may only accept PDF versions of application and notification forms where:**

- a clear and legible **image of handwritten signatures** are attached to Digital Signature IDs, **OR**
- the form has been completed, printed, and signatories have signed the form before being scanned for submission.

▶ **Please read the 'Guide to Digital Signatures' for more information.**



▶ **Together with this form you must also submit the following document:**

- evidence of the notice provided to parents.

## YOUR OBLIGATIONS

Please ensure you check the information that you provide in this form is complete and correct. Providing false or misleading information to the Regulatory Authority (the Department of Education and Training in Victoria) is an offence under section 182 of the *Children's Services Act 1996* (Vic) (the Act). Failure to comply may result in a financial penalty.

Processing this form may be delayed unless:

- all sections are complete,
- all supporting documents/colour copies of identification are supplied, and
- prescribed fees are paid, where applicable.

To find more information about your obligations as an Approved Provider and operating an approved service under the Act visit the Department's website at [Children's services regulated under State Law](#).

## PRIVACY STATEMENT

The Regulatory Authority (the Department of Education and Training in Victoria) is committed to protecting personal information in accordance with the *Privacy and Data Protection Act 2014* (Vic) and its use and disclosure principles. To view the Department's Privacy Policy online see: [Privacy Policy](#).

The information provided is being collected for the purposes of assessing this notification and may be provided to other authorities or government agencies in accordance with the Act.

### Accessibility

This document is also available in Microsoft Word format (docx) on the internet at  
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcs.aspx>

## PART A: APPROVED PROVIDER DETAILS

### 1. Approved provider details:

Approved provider number: PR-

Provider name:

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## PART B: APPROVED SERVICE DETAILS

### 2. Service details:

Service approval number: SE-

Service name:

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## PART C: SUSPENSION DETAILS

### 3. Please state the reasons for applying to suspend your service approval:

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### 4. Please provide the proposed start date of the suspension:

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### 5. Please provide the proposed end date of the suspension:



► The suspension period cannot exceed 12 months.

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### 6. Please explain the arrangements you have made for this children's service during the proposed suspension period:

## PART C: SUSPENSION DETAILS - CONTINUED

**7. Have parents of children enrolled at the children's service(s) operated under this Provider Approval been notified:**

☐ No

☐ Yes ▶ *Please attach evidence of the notice provided to parents.*



▶ The approved provider must, at least **14 days** before making an application under this section, notify the parents of children enrolled at the children's services operated by the approved provider of the intention to make the application (s83(4) of the Act).

## PART D: CONTACT DETAILS

**8. Name and contact details for this application:**

Title:

First name:

Last name:

Phone number:

Mobile number:

Email address:

**Postal address:**

Address line 1:

Address line 2:

Suburb/town:

State/territory:

Postcode:



**This is the person the Regulatory Authority will contact for any questions about this form. The contact for this application must be an individual who is authorised to act on behalf of the Approved Provider, and answer questions about the details on this form.**

## PART E: DECLARATION

### Who may sign

- Individuals: the individual applicant/notifier
- Company: two directors of the company, or a director and company secretary, or if a sole proprietor, the sole director
- Incorporated Association: signed in accordance with the rules of the incorporated association
- 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
- Corporation: signed in accordance with the rules of the corporation
- Government school council: signed in accordance with the rules of the council.

I, \_\_\_\_\_ of,  
*[insert full name of person signing the declaration]*

*[insert address]*

, and I am

*[insert position/title of the applicant (for example, proprietor, director, partner, president)].*

(Please select **one** option only.)

☐ The approved provider of the service, or

☐ A person authorised to sign on the approved provider's behalf.

**Note:** the regulatory authority may request evidence of this authorisation.

I declare that:

1. The information provided in this request for (including any attachments) is true, complete and correct
2. I have read, understood and agree to the conditions and the associated material contained in this form
3. I understand that the regulatory authority will have the right (but will not be obliged) to act in reliance upon the contents of the request form, including its attachments
4. I have read and understood a provider's legal obligations under the Act
5. The regulatory authority is authorised to verify any information provided in this request
6. Some of the information provided in this request may be disclosed to Commonwealth and to other persons/authorities where authorised by the Act or other legislation
7. I am aware that I may be subject to penalties under the Act if I provide false or misleading information in this form, and
8. I agree that the regulatory authority may serve a notice under the Act using contact details provided in this notification, including the postal, street or email address (in accordance with section 180 of the Act).

or

\_\_\_\_\_  
[Signature of person making the declaration]

\_\_\_\_\_  
[Digital Signature ID of person making the declaration]

at *[location/address]*:

on the *[date]*:



**Providing false or misleading information to the Regulatory Authority is an offence under section 182 of the Act.**

**Note:** If necessary, please complete the second declaration over the page.

## PART E: DECLARATION - CONTINUED

### Second signatory (if applicable)

I, \_\_\_\_\_ of,  
[insert full name of person signing the declaration]

\_\_\_\_\_, am  
[insert address]

\_\_\_\_\_, and  
[insert position/title of the applicant (for example, proprietor, director, partner, president)].

I am (Please select **one** option only.)

- ☐ The approved provider of the service, or
- ☐ A person authorised to sign on the approved provider's behalf.

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I declare that:

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or

\_\_\_\_\_  
[Signature of person making the declaration]

\_\_\_\_\_  
[Digital Signature ID of person making the declaration]

at [location/address]:

on the [date]:



**Providing false or misleading information to the Regulatory Authority is an offence under section 182 of the Act.**

## PART F: SIGNING THE FORM



- ▶ **The Regulatory Authority may only accept PDF versions of application and notification forms where:**
  - a clear and legible **image of handwritten signatures** are attached to Digital Signature IDs, **OR**
  - the form has been completed, printed, and signatories have signed the form before being scanned for submission.
- ▶ **Please read the 'Guide to Digital Signatures' for more information.**

## HOW TO SUBMIT THIS FORM

Email this completed form with attachments to [licensed.childrens.services@education.vic.gov.au](mailto:licensed.childrens.services@education.vic.gov.au)



- ▶ **Remember to attach all required documents - without this your application or notification cannot be assessed.**
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- ▶ **Together with this form you must also submit the following document:**
  - evidence of the notice provided to parents.

## CONTACT US

- Email: [licensed.childrens.services@education.vic.gov.au](mailto:licensed.childrens.services@education.vic.gov.au)
- Telephone: 1300 307 415 (Monday – Friday, 9am – 5pm)

Authorised by the Department of Education and Training,  
2 Treasury Place, East Melbourne, Victoria, 3002.

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