

# CS01 AREA MEASUREMENTS

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

## Use this form if you are:

- providing measurements of a children's service at the time of application for service approval or application for amendment of service approval, or
- the Regulatory Authority has asked you to provide area measurements of a children's service.



- ▶ Calculations of unencumbered indoor and outdoor spaces suitable for children must be carried out by a building practitioner, except for a children's service provided to children over preschool age on a school site or a children's service relocating to alternative premises for not more than 12 months. A registered building practitioner is defined as:
  - (a) a person who is registered as a building practitioner under the building law; or
  - (b) a person who is registered as an architect under the *Architects Act 1991*; or
  - (c) a person who is registered as a licensed surveyor under the *Surveying Act 2004*.



- ▶ **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.**



- ▶ **Remember to attach sufficient supporting evidence (if applicable).**

## 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 on the internet at <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcs.aspx>

## PART A: DETAILS OF CHILDREN'S SERVICE

1. Children's service details:

Service approval number: SE-

Service name:

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2. Address of children's service premises (PO boxes cannot be accepted)

Address line 1:

Address line 2:

Suburb/town:

State/territory:

Postcode:

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## PART B: DETAILS OF PERSON CONDUCTING AND CERTIFYING THE AREA MEASUREMENTS

3. Practitioner details

Title:

First name:

Last name:

Organisation (if applicable):

Phone number:

Mobile number:

Email address:

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4. What type of building practitioner are you?

Building surveyor  Building inspector  Quantity surveyor

Engineer engaged in the building industry  Draftsperson  Domestic builder

Registered architect  Licensed surveyor

A person who erects or supervises the erection of prescribed temporary structures.

A person responsible for a building project or any stage of a building project and who belongs to a class or category of people prescribed to be building practitioners.

What is your registration number?

What is the type of registration?

Company

Individual or Sole Trader

Where are you registered or licensed to practice?

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5. Is the children's service premises on a school site providing education and care to children over preschool age or a children's service relocating to alternative premises for not more than 12 months?

No ▶ *Go to question 6.*

Yes ▶ *Go to question 14.*

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## PART C: AREA MEASUREMENTS

### Indoor space

Provide the area measurements of the unencumbered indoor space at the education and care service premises, in accordance with regulation 76 of the Children's Services Regulations 2020.

Each room number/name specified below must correspond with the same room number/name provided on the floor plan or diagram.

In calculating the area of unencumbered indoor space the following areas are to be excluded:

- any passageway or thoroughfare (including door swings);
- any toilet and hygiene facilities;
- any nappy changing area or area for preparing bottles;
- any area permanently set aside for the use or storage of cots;
- any area permanently set aside for storage;
- any area or room for staff or administration;
- any other space that is not suitable for children; and
- the area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an educational program provided by the service.

The area of a verandah may be included in calculating the area of indoor space only with the written approval of the Regulatory Authority. A verandah that is included in calculating the area of outdoor space cannot be included in calculating the area of indoor space.

### Outdoor space

Provide the area measurements of the unencumbered outdoor space at the education and care service premises, in accordance with regulation 77 of the Children's Services Regulations 2020.

The name given to the outdoor space specified below must correspond with the name given to outside space on the floor plan or diagram.

In calculating the area of unencumbered outdoor space required, the following areas are to be excluded —

- any pathway or thoroughfare, except where used by children as part of the education and care program;
- any car parking area;
- any storage shed or other storage area;
- any other space that is not suitable for children.

A verandah that is included in calculating the area of indoor space cannot be included in calculating the area of outdoor space.

	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6												
6	What is the room number or name of the indoor space? <ul style="list-style-type: none"> <li>• <b>This must match the room number or name on the service plans</b></li> <li>• <b>This may include verandah space (please specify)</b></li> </ul>																	
7	What are the ages of the children that will be educated and cared for in the room?																	
8	What level/floor is the room located on? <ul style="list-style-type: none"> <li>• <b>For single storey buildings, specify 'Ground'</b></li> </ul>																	
9	What is the unencumbered floor area in sqm?																	
10	What is the unencumbered area divided by 3.25 sqm?																	
11	Are any areas of this room set aside permanently for the use/storage of cots? <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> No ► Go to 14</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> </tr> </table>						<input type="checkbox"/> No ► Go to 14	<input type="checkbox"/> Yes										
<input type="checkbox"/> No ► Go to 14	<input type="checkbox"/> No ► Go to 14	<input type="checkbox"/> No ► Go to 14	<input type="checkbox"/> No ► Go to 14	<input type="checkbox"/> No ► Go to 14	<input type="checkbox"/> No ► Go to 14													
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes													
12	How many cots are permanently stored in this room? (if any)																	
13	What is the total floor area (sqm) for cots deducted from the area measure in 9?																	
Number of children Office use only (Total:            )																		

	Space 1	Space 2	Space 3	Space 4	Space 5	Space 6
14 What is the name of the outdoor space?						
15 What is the unencumbered outdoor area in sqm?						
16 What is the unencumbered area divided by 7 sqm?						
Number of children Office use only (Total: )						

17. Is the children’s service providing education and care to children over preschool age using unencumbered indoor space as outdoor space?

- No ▶ *Go to Part D - Certification and Signature of Person Conducting Measurements. You do not need to provide details of indoor space as outdoor space.*
- Yes ▶ *Provide the unencumbered area measurements of each indoor space where the service will care for or educate children. Each indoor room number/name specified below must correspond with the same indoor room number/name provided on the floor plan or diagram. Do not include areas already allocated as indoor space in question 6.*

**Measurements of indoor space being used as outdoor space**

NB: If there are more than four areas photocopy this page as needed or attach a separate sheet titled ‘Indoor space as outdoor space’

Outdoor space number provided on floor plan or diagram	Floor area (sqm)	Divide area by 7 sqm.	Office use only Number of children per area
(Office use only) Total			

**PART D: CERTIFICATION AND SIGNATURE OF PERSON CONDUCTING MEASUREMENTS**

I, \_\_\_\_\_ of,

*[insert full name of person certifying area measurements]*

*[insert address]*

, and I certify that:

*[insert type of building practitioner (for example, Architect, Building surveyor, Licensed surveyor.)].*

- the information in this form is true and correct and the measurements were conducted in accordance with the *Children’s Services Act 1996* and *Children’s Services Regulations 2020*.

or

\_\_\_\_\_  
[Signature of building practitioner]

\_\_\_\_\_  
[Digital Signature ID of building practitioner]

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 E: SIGNING THE FORM



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



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## 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)