# Education and care service indoor and outdoor space

## National Quality Framework

### Space Measurement Form | August 2018

## Area Measurements

This form should be used to verify the indoor and outdoor space of an education and care service in accordance with regulation 107 and regulation 108 of the Education and Care Services National Regulations 2011 (National Regulations), at the time of application for service approval – centre-based or application for amendment of service approval.

**Who fills out this form?**

The building practitioner conducting space measurements.

**What does the service need to do?**

The service must upload this form against the relevant application via the [NQA ITS portal](https://public.nqaits.acecqa.gov.au/) to the Regulatory Authority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | What is the name of the education and care service? | Name of education and care service | | | |
| 2 | What is the address of the premises?   * PO boxes cannot be accepted. | Unit number | Floor number | | Street number |
| Street name | | | |
| Suburb/locality | | | |
| State | Postcode | | |
| Property/Building name (if any) | | | |
| Office use only | | Application ID | | Service ID | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Room 1** | **Room 2** | **Room 3** | **Room 4** | **Room 5** | **Room 6** |
| 3 | What is the room number or name of the indoor space? must match the room number or name on the service plans   * This must match the room number or name on the service plans * This may include verandah space (please specify) |  |  |  |  |  |  |
| 4 | What are the ages of the children that will be educated and cared for in the room? |  |  |  |  |  |  |
| 5 | What level/floor is the room located on?   * For single storey buildings, specify ‘Ground’ |  |  |  |  |  |  |
| 6 | What is the unencumbered floor area in sqm? |  |  |  |  |  |  |
| 7 | What is the unencumbered area divided by **3.25** sqm? |  |  |  |  |  |  |
| 8 | Are any areas of this room set aside permanently for the use/storage of cots? | No ► Go to 11  Yes | No ► Go to 11  Yes | No ► Go to 11  Yes | No ► Go to 11  Yes | No ► Go to 11  Yes | No ► Go to 11  Yes |
| 9 | How many cots are permanently stored in this room? (if any) |  |  |  |  |  |  |
| 10 | What is the total floor area (sqm) for cots deducted from the area measure in **6**? |  |  |  |  |  |  |
| Number of children  Office use only (Total: ) | |  |  |  |  |  |  |
|  |  | **Space 1** | **Space 2** | **Space 3** | **Space 4** | **Space 5** | **Space 6** |
| 11 | What is the name of the outdoor space? |  |  |  |  |  |  |
| 12 | What is the unencumbered outdoor area in sqm? |  |  |  |  |  |  |
| 13 | What is the unencumbered area divided by **7** sqm? |  |  |  |  |  |  |
| Number of children  Office use only (Total: ) | |  |  |  |  |  |  |

## Certification of person conducting measurements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14 | Who is conducting and certifying the area measurements? | Title | | |
| Given name(s) | | |
| Family name | | |
| 15 | What are their contact details? | Daytime number | | Email address |
| 16 | Is the premises on a school site providing education and care to children over preschool age? | No  Yes | | |
| 17 | Is the education and care service relocating to alternative premise for fewer than 12 months? | No  Yes ► Go to 22 | Date at premise until (DD/MM/YYYY) | |
| 18 | What category of building practitioner is certifying the area measurements?   * For centre-based services not located on school sites, measurements must be prepared by a building practitioner as defined in the National Regulations. | Architect  Building certifier  Building inspector  Building surveyor  Draftsperson  Licensed surveyor  Other (please specify) | | |
| 19 | What is the building practitioner’s registration number? | Registration number | | |
| 20 | What is the type of registration? | Individual or Sole Trader  Company | | |
| 21 | Where are they registered/licensed to practice? | Location | | |
| 22 | I certify that the information in this form is true and correct and the measurements were conducted in accordance with the *Education and Care Services National Law Act 2010* and National Regulations.  I confirm that in calculating the areas of unencumbered indoor and outdoor space that areas prescribed in the National Regulations have been excluded. | | | |
| Signature | | Date (DD/MM/YYYY) | | |

## Additional notes