

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 submit this form to the Regulatory Authority via the [NQA ITS portal](#).

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	

EARLY CHILDHOOD

	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6
3 What is the room number or name of the indoor space? <ul style="list-style-type: none"> 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? <ul style="list-style-type: none"> 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:)						

EARLY CHILDHOOD

	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? <ul style="list-style-type: none"> 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 <i>Education and Care Services National Law Act 2010</i> 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