

## *Children's Services Act 1996, Children's Services Regulations 2009*

### About this application

- For a children's service to operate, the premises must be approved as suitable by the Secretary or Delegate of the Department of Education and Early Childhood Development (the Department). Without premises approval, the children's service cannot be licensed.
- If making alterations or extensions to the children's service premises, the changes must be approved by the Secretary or Delegate of the Department.
- This application should be used to apply to the Secretary of the Department for approval of alterations or extensions to the premises of your children's service under section 9(1)(c) of the *Children's Services Act 1996*.
- You may request a pre-planning meeting.
- It is advised that this form be submitted before work on the alteration or extension commences.
- The part of the premises being altered or extended cannot be used as part of the children's service until approved by the Secretary or Delegate of the Department.

### Types of services

This application refers to different types of services. The types of services and descriptions of each are provided below.

- **Standard:** A children's service that is an early childhood intervention service; an occasional care service; a mobile service; or a budget based service.
- **Limited hours:**
  - Type 1. A children's service established to care for or educate each child for not more than 2 hours a day and not more than a total of 6 hours a week.
  - Type 2. A children's service established to care for or educate each child for not more than 5 hours a day and not more than a total of 15 hours a week.
- **Short term:**
  - Type 1. A children's service established to care for or educate children for not more than 120 days in a 12 month period.
  - Type 2. A children's service established to care for or educate children for not more than 72 hours in a 3 month period.
- **School holidays care:** A children's service that is established to care for or educate school children for no more than 4 weeks per calendar year during school holidays.
- **Integrated service:** A children's service that consists of 2 or more types of children's service (other than a short term service) provided at one premises by one licensee.
- **Associated children's service** is a children's service that is operated at the same place as an approved education and care service under the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011*.

### Documents you must provide with this application

- You may need to provide a range of documents as part of this application.
- The documents you will need to provide depend on your type of service, and the extent of the alterations or extensions. For an outside school hours care service it also depends on whether the service is operated at a registered school or at another location.
- A full list of documents that may be required is provided in the Document Checklist on page 2.
- Where possible, plans should be no greater than A3 in size.

### Further information

- Further information about operating a children's service is available at [www.education.vic.gov.au](http://www.education.vic.gov.au) or
- Contact the Service Administration and Support Unit by email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au) or telephone 1300 307 415

## Document Checklist

The following documents will be required if relevant and to the extent relevant to the alterations or extensions proposed. An assessment of which documents are required will be conducted by a Children's Services Authorised Officer at a Regional Office of the Department upon receipt of this application. If you are operating or proposing to operate an integrated service at the premises, you only need to provide one copy of each document but you must ensure you include the required information for each type of service.

Document information			Is document/information required for this type of service?					A T T A C H E D
Name of document	Information that must be shown on document for children's service	Who needs to complete	Standard	School Holidays Care (at registered school)	School Holidays Care (not at registered school)	Limited Hours (all)	Short term (all)	
<b>Site Plan</b>	Showing both the current approved premises and the proposed alterations and extensions.	A registered building practitioner.	Yes	No	Yes	Yes	Yes	<input type="checkbox"/>
<b>Elevation plans of the premises</b>	Showing both the current licensed premises and the proposed alterations and extensions.	A registered building practitioner.	Yes	No	Yes	Yes	No	<input type="checkbox"/>
<b>Diagram or Floor Plan of children's rooms and outdoor space on premises (or a combination of both).</b>	Showing all indoor and outdoor spaces of both the current approved premises and the proposed alterations and extensions, including any varying configurations of those spaces that might be used from time to time. For each room, provide a unique number (eg room 1, room 2, room 3 etc) and a description (e.g. children's room, children's outdoor space, kitchen, toilet etc).	A registered building practitioner for all except school holidays care at registered schools.	Yes	Yes	Yes	Yes	Yes	<input type="checkbox"/>
<b>Diagram or description of outdoor space not on premises.</b>	For any outdoor space <u>not</u> included on the premises of the children's service, a brief description or diagram of where the outdoor space is located.	Not required to be completed by a registered building practitioner.	No	Yes	Yes	No	No	<input type="checkbox"/>
<b>A completed Children's Service Area Measurements form.</b>	That shows the measurements for the children's rooms and outdoor space.	A registered building practitioner for all except school holidays care at registered schools.	Yes	Yes	Yes	Yes	Yes	<input type="checkbox"/>
<b>Soil assessment</b> if not previously supplied, and if earthworks or excavations exceeding depth of 1 metre are required in an area that is or will be used for outdoor play.	If applicable, the nature, extent and levels of contamination and if any contamination, the actual or potential risk to human health resulting from that contamination.	An environmental consultant, environmental consulting firm, or environmental auditor.	Yes	No	Yes, if outdoor space at premises	Yes, if outdoor space at premises	Yes	<input type="checkbox"/>
<b>Planning permit</b> if required for the proposed alterations or extensions by the <i>Planning and Environment Act 1987</i> .	If applicable, details of appropriate planning approval for the building or works.	Relevant Council or qualified practitioner.	Yes	No	Yes	Yes	Yes	<input type="checkbox"/>
<b>Building permit</b> if required for the proposed alterations or extensions by the <i>Building Act 1993</i> .	If applicable, details of appropriate approval for the building or works.	Relevant Council or qualified practitioner.	Yes	No	Yes	Yes	Yes	<input type="checkbox"/>

## Applicant's details

1. What type of applicant are you?

**Individual**

Title (Mr etc)

Family Name

Given names

ABN (if applicable)

Daytime telephone number

(AH) emergency contact number

Fax number

Email address

**Body Corporate**

Company

Incorporated association

Cooperative

Partnership

Corporation/Government School Council

Full name of company, incorporated association, cooperative, partnership or corporation/Government School Council

ACN (if applicable)

ABN (if applicable)

2. Postal address

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

3. Provide details of the contact person for any enquiries and correspondence about this application.

Yourself as the individual applicant  OR an alternative contact person nominated below

OR a contact person nominated below for the body corporate

Title (Mr, Mrs, etc)

Family Name

Given names

Daytime telephone number

(AH) emergency contact number

Fax number

Email address

Postal address: Same as postal address in question 2  OR Different postal address specified below:

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

## Children's service details

4. Name of children's service

5. Address of children's service premises (P.O. boxes cannot be accepted)

Unit, floor, street number and street name

Suburb/Town

State

Postcode

6. Contact details of children's service

Daytime telephone number

Fax number

Email address

7. In which Local Government Area is the service located? (eg Port Phillip, Swan Hill)

8. Is this location a registered school?

No  → Go to question 12.

Yes  → Name of school

School registration number

9. Is there an existing Approval of Premises?

No  → Go to question 12.

Yes  → Approval of Premises number

10. Full name of holder of Approval of Premises

Title (Mr etc)

Family Name

Given names

11. Postal address

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

## Types of services

12. What types of services operate or are intended to operate at the premises? Refer to the descriptions on page 1 and choose all that apply

Type of service	Tick/Check the box below if providing this type of service	Ages of children (range)	Proposed capacity at premises (maximum number of children's places)
Standard	<input type="checkbox"/>		
School holidays	<input type="checkbox"/>		
Limited hours Type 1	<input type="checkbox"/>		
Limited hours Type 2	<input type="checkbox"/>		
Integrated (2 or more of the services listed above. Make sure you have ticked and provided details of relevant services above)	<input type="checkbox"/>	Integrated service total number of children's places (add numbers at each service and write here)	
Short term Type 1	<input type="checkbox"/>		
Short term Type 2	<input type="checkbox"/>		

## Alteration/Extension details

13. Provide a brief description of the proposed alterations or extensions

14. What is the expected starting date for commencement of work on the proposed alterations or extensions?

15. What is the expected completion date of work on the alterations or extensions?

## Declaration and signature

16. I declare that the information in this application and any attachments are true and correct.

### 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

X

Printed name

Position (if body corporate)

Date

Signature

X

Printed name

Position (if body corporate)

Date

## What to do next

### Attach documents

- You may attach relevant documents specified in the Document Checklist on page 2, or wait for the Regional Office to request the necessary documents.
- You may request a pre-planning meeting with a Children's Services Authorised Officer at the Regional Office prior to submitting this application.

### 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 you provide or are proposing to provide. 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 your local Regional Office.

### How to pay

- By cheque made payable to 'Department of Education and Early Childhood Development'.

### Lodge your application

- By posting to:  
Department of Education and Early Childhood Development  
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 and documents before your application can be determined.
- If any change occurs in the information you have provided in your application, you must notify the Department of Education and Early Childhood Development as soon as possible.
- If your application is successful, you will receive a *Certificate of Approval of Premises*.
- You will need to notify the Department of Education and Early Childhood Development when the alterations or extensions have been completed so that an onsite inspection of the premises by a Children's Services Authorised Officer can be arranged if required.
- You may need to submit further documents depending on the scale of the alterations or extensions and whether they impact on licence capacity or licence type.