

Application for approval of premises

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

About this application

- For a children's service to operate, the premises must first be approved as suitable by the Secretary or Delegate of the Department of Education and Training (the Department). Without premises approval, a children's service cannot be licensed.

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; or an occasional care service; or 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*.

Approval of premises does not apply to associated children's services or approved associated children's services.

What you need to do before lodging this application

- You must collect and provide a range of documents showing the layout, the space provided and suitability of the premises.
- The documents you need to provide as part of this application depend on the type of service to be conducted at the premises. For school holiday care services it also depends on whether the service is operated at a registered school or at a location that is not a registered school.
- A full list of documents is shown in the Document Checklist on page 2. The checklist details the type of document, who completes it and whether it needs to be provided for the type of service proposed to operate.
- 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 or contact with the Service Administration and Support Unit by email: licensed.childrens.services@edumail.vic.gov.au or Telephone 1300 307 415

Document Checklist

If an integrated service is proposed 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)	
Site Plan (final)	Showing buildings and surrounding areas.	A registered building practitioner for all except school holidays care or short term type 2 service.	Yes	No	Yes	Yes	Yes	<input type="checkbox"/>
Elevation plans of the premises		A registered building practitioner for all except school holidays care service.	Yes	No	Yes	Yes	No	<input type="checkbox"/>
Diagram or Floor Plan of children's rooms and outdoor space on premises (or a combination of both)	Showing all indoor and outdoor space. 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 or short term type 2 service.	Yes	Yes	Yes	Yes	Yes	<input type="checkbox"/>
Diagram or description of outdoor space not on premises	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"/>
A completed Children's Service Area Measurements form	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 or short term type 2 service.	Yes	Yes	Yes	Yes	Yes	<input type="checkbox"/>
Soil assessment if not previously supplied	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	No	<input type="checkbox"/>
Planning permit if the building is being constructed or is otherwise required by the Planning and Environment Act 1987	Detailing appropriate planning approval for the building or works.	Relevant Council or qualified practitioner.	Yes	No	Yes	Yes	Yes	<input type="checkbox"/>
Building permit if the building is being constructed or is otherwise required by the Building Act 1993	Detailing appropriate planning approval for the building or works.	Relevant Council or qualified practitioner.	Yes	No	Yes	Yes	Yes	<input type="checkbox"/>
Occupancy permit, certificate of final inspection or building surveyor's statement	If you have this document now, attach with the application or if not yet available can be submitted at a later date before the final approval of premises.	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

Date of Birth

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 the name of the contact person 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 premises details

4. Name of children's service (if known)

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

7. Is this location a registered school?

No Go to question 8.

Yes Name of school

School registration number

8. After which date will the premises be ready for inspection by the Department of Education and Early Childhood Development?

Types of services

9. **What types of services 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"/>		

Declaration and signature

10. **I declare/certify that:**

- the information in this application and any attachments are true and correct.
- if a body corporate applicant, this application is signed in accordance with the rules governing the body corporate legal entity.
- if intending to operate an school holidays care service, I declare that all outdoor spaces, or outdoor space equivalents provide a useable area of at least 7 square metres per child and comply with regulation 98 of the *Children's Services Regulations 2009*.

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

- Make sure you have attached all relevant documents specified in the document checklist on page 2 or your application will be delayed.

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 are proposing to provide. Fee amounts are listed in the fees sheet at www.education.vic.gov.au.

How to pay

- By cheque made payable to 'Department of Education and Training'.

Lodge your application

- By posting to: Department of Education and Training
Quality Assessment and Regulation Division
Children's Services 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.
- If any change occurs in the information you have provided in your application, you must notify the Department of Education and Training as soon as possible.
- When the form is completed correctly and all necessary documents are provided, within 30 days a Children's Services Authorised Officer will contact you to arrange an onsite inspection of the premises.
- If your application is successful, you will receive a *Certificate of Approval of Premises*.