

# **Children's Service Area Measurements**

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

# About this form

- This form should be used to provide measurements of the children's service areas at the Approval of Premises stage or if there are alterations or extensions to the children's service premises.
- Except for school holidays care at registered schools or applicants applying for a Short Term Type 2 licence, the measurements required must be completed by a registered building practitioner:
  - a building surveyor, building inspector, engineer or draftsperson registered as a building practitioner under the Building Act 1993; or
  - o an architect registered under the Architects Act 1991; or
  - o a licensed surveyor within the meaning of the Surveying Act 2004.
- The room and area numbers on this form must correspond with the same room and area numbers on the floor plan or diagram.
- If you are applying for an Approval of Premises for a Limited Hours or Short Term Type 1 service you are required to submit
  area measurements completed by a registered building practitioner for children's rooms. Where outdoor space will be used or
  provided, the useable area or dimensions of that space are required.

# **Further information**

 Further information about operating a children's service is available at <u>www.education.vic.gov.au</u> or contact the Service Administration and Support Unit by email: licensed.childrens.servces@edumail.vic.gov.au or telephone 1300 307 415

# Details of children's service

Name of children's service (if known)

 Address of children's service premises (PO boxes cannot be accepted)
Unit, floor, street number and street name
Suburb/Town
State
Postcode
VIC
VIC

# Details of person conducting and certifying the area measurements

3.	Title (Mr etc	) Family Name	Given nar	mes
	Organisatio	n (if applicable)		
	Daytime tele	ephone number	Fax number	Email address
4.		egistered schools or a sho Are you a registered build Go to question <b>5.</b> What type of practitioner?	ing practitioner?	e, this form must be completed by a registered building
		Building surveyor	Building inspector	Engine  Archite
		What is your registration r	number?	
		Where are you registered	or licensed to practice?	

**Privacy** The Secretary to the Department of Education and Training is committed to responsible and fair handling of personal information, consistent with the *Information Privacy Act 2001 (Vic)*, the *Health Records Act 2001 (Vic)* and other statutory obligations including obligations under the *Children's Services Act 1996 (Vic)*. The Department of Education and Training may need to disclose your personal information to other State and Commonwealth agencies to check or confirm the information you have provided. You can request access to or update your personal information by contacting us. Our information privacy policy is available at <u>www.education.vic.gov.au</u>.



## Area measurements

#### Children's rooms

5. Provide the floor area measurements of each children's room where the service will care for or educate children. Each room number specified below must correspond with the same room number provided on the floor plan or diagram.

For premises where a school holidays care service will be provided, do not include the indoor playing spaces in this section. You need to provide these separately in question **8**.

You can only include unencumbered space in calculating the floor area of children's rooms. The following must be excluded:

- A passageway or thoroughfare less than 3 metres wide
- A kitchen
- A toilet or shower area
- A cupboard or other storage area
- · Cot rooms and areas permanently set aside for the use or storage of cots
- Door swing areas
- Any other ancillary area

#### Measurements of children's rooms

(if more than 20 rooms photocopy this page as needed or attach a separate sheet titled 'Children's Rooms')

Children's room number provided on floor plan or diagram	Floor area (sqm)	Divide area by 3.25 sqm.	Office use only Number of children per room
		(Office use only) Total	

6. Is the children's service only providing a limited hours service?

No -7 Go to question **7** and provide details of the outdoor space.

- Yes -7 Go to question **12.** You are not required to provide measurements completed by a registered building practitioner for outdoor space.
- 7. Is the children's service only providing a short term Type 1 service?
  - No -7 Go to question 8 and provide details of the outdoor space.
  - Yes -7 Go to question **12.** You are not required to provide measurements completed by a registered building practitioner for outdoor space.

## **Outdoor space measurements**

#### Outdoor space

8. Provide the useable area measurements of each outdoor space located at the premise where the service will care for or educate children.

Each outdoor space number specified below must correspond with the same outside space number provided on the floor plan or diagram.

In calculating the usable outdoor space area, the following must be excluded:

- Pathways or thoroughfares less than 3 metres wide;
- Car parking areas;
- Storage sheds and other fixed items that prevent children from using the space;
- Any other ancillary area.

#### Measurements of outdoor space

(if more than 6 outdoor spaces photocopy this page as needed or attach a separate sheet titled 'Outdoor space')

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

# Outdoor Space equivalents (applicable for school holidays care services only)

#### Indoor playing space provided at or near the premises

- 9. Is the school holidays care service providing indoor playing space as an alternative or in addition to outdoor space indicated in question 8?
  - No -7 Go to question **10.** You do not need to provide details of indoor playing space.

Yes -7 Provide the useable floor area measurements of each indoor playing space area where the service will care for or educate children. Each indoor playing space area number specified below must correspond with the same indoor playing space area number provided on the floor plan or diagram and must not include areas already allocated as floor area of a children's room in question **5**.

#### Measurements of indoor playing space

(if more than 6 indoor play spaces photocopy this page as needed or attach a separate sheet titled 'Indoor Playing Space')

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

Brief description or diagram of where the space near the service is located

Street number (if applicable) and street name	Suburb/Town	State	Postcode
		VIC	

A copy of a street directory map, internet map or diagram must be attached to demonstrate where the space is located in relation to the service.

Go to question 10.

#### Outdoor space provided near the service

- 10. Is the school holidays care service providing outdoor space near the service as an alternative or in addition to outdoor space indicated in questions 8 or 9?
  - No -7 Go to question **11.** You do not need to provide details of indoor playing space.

Yes -7 The school holidays care service intends to use space near the service as an alternative to providing outdoor space at the location where the service operates. *Note that this space is <u>not</u> required to be measured.* 

Brief	desc	ription	or diag	ram	of where	the	space near the service is located
<b>~</b> ·							a · · / —

Street number (if applicable) and street name	Suburb/Town	State	Postcode
		VIC	

A copy of a street directory map, internet map or diagram must be attached to demonstrate where the space is located in relation to the service.

Go to question 11.

## **Declaration and signature**

11. I declare that the outdoor space equivalents indicated in questions 9 and/or 10 provide a useable area of at least 7 square metres per child and comply with regulation 98 of the *Children's Services Regulations 2009* 

Signature

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Services Regulations 2009	
Date	

## Certification and signature of person conducting measurements

12. I certify that the information in this application is true and correct and the measurements were conducted in accordance with the *Children's Services Act 1996* and *Children's Services Regulations 2009*.

Signature

Date		

## What to do next

• Include this form with the Application for Approval of Premises. You may be contacted to provide further information.