

Application to Vary, Revoke or Impose a Condition or Restriction on a Licence

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

About this application

- The Secretary or Delegate of the Department of Education and Training may vary, revoke or impose a new condition or restriction on a licence or service approval on the request of a licensee or approved provider, or on their own initiative after consultation with a licensee or approved provider.
- A licensee or approved provider should use this form when making application to vary, revoke or impose a condition or restriction on a licence or service approval.

Applicant/Licensee/Approved Provider details

1. Children's service licence number or service approval number

2. Full name of licensee or approved provider

3. Postal address of licensee or approved provider

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 (P.O. boxes cannot be accepted)

Unit, floor, street number and street name

Suburb/Town

State

Postcode

6. Postal address of children's service

Same as postal address in question 3

Same as address in question 5

Or different postal address specified below

Building name (if applicable)

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

Suburb/Town

State

Postcode

7. Email address

Daytime telephone number

Fax number

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

Variation details

9. Are you applying to impose a new condition or restriction on the licence or service approval?

No -7 Go to question 10.

Yes -7 What is the condition or restriction you are seeking to be imposed and why?

Specific description of the condition or restriction sought	Reason for seeking this new condition or restriction

10. Are you seeking to vary an existing condition or restriction on the licence or service approval?

No -7 Go to question 11.

Yes -7 What is the condition or restriction you are seeking to vary and why?

Existing condition or restriction	Specific description of the variation sought	Reason for variation

11. Are you seeking to revoke an existing condition or restriction on the licence or service approval?

No -7 Go to question 12.

Yes -7 What is the condition or restriction you are seeking to be revoked and why?

Existing condition or restriction	Reason for revocation

12. Since the Approval of Premises, have there been any material changes in relation to the structure, design or location of the children's services premises?

No -7 Go to question 13.

Yes -7 Please detail all changes below. If you need additional space, attach a separate page titled 'Changes to Premises'.

Contact person for application

13. Provide details of the person who will be the contact for any enquiries about this application.

Title (Mr, Mrs, etc) Family Name Given names

Email address Business hours telephone number Fax number

Postal address

Same as licensee's or approved provider's postal address in question 3

Same as children's service premises address in question 5

Same as children's service postal address in question 6

Or different postal address specified below

Building name (if applicable)

Unit, floor, street number and street name or PO box Suburb/Town State Postcode

Declaration and signature

14. I declare that:

- the information in this application is true and correct;
- if a body corporate, this application is signed in accordance with the rules governing the body corporate legal entity.

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	Printed name	Position (if body corporate)	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature	Printed name	Position (if body corporate)	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What to do next

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 the service provides. Fee amounts are listed in the fees sheet at www.education.vic.gov.au or may be obtained by calling 1300 307 415.
- No fee is payable with respect to a short term licence.

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
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.
- A notice will be sent to you within 7 days of the Secretary's decision.
- A variation does not take effect until 30 days after the Secretary gives you notice in writing, unless the Secretary, with your consent, determines it should take effect earlier.
- 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.