



# NOTIFICATION/MODIFICATION APPLICATION KIT

## *Family day care*

*Child Care Services Act 2007*

*Child Care Services (Family Day Care) Regulations 2006*

*Child Care Services (Outside School Hours Family Day Care) Regulations 2006*

This notification kit includes:

- [Help guide: Notification/modification application](#)
- [Notification/modification application form](#)
- [Departmental record check consent form](#)
- [Swimming pool statement](#)

## The regulations

You are responsible for knowing and understanding the *Child Care Services Act 2007* and the relevant Regulations. The *Notification/modification application* and the accompanying *Help guide* must be used in conjunction with the Regulations.

The Regulations are legally binding. Failure to comply with the Regulations may result in an application for a licence renewal being refused, or the cancellation or suspension of an existing licence, and/or pecuniary penalties.

It is essential you have an up-to-date copy of the Regulations from the State Law Publisher. Please refer to their website, [www.slp.wa.gov.au](http://www.slp.wa.gov.au) or telephone on 08 9321 7688.

## Privacy statement

The Department for Communities needs the information you provide in your *Licence notification* to update your licence data that currently exist with the Department. Your personal information will be handled with care and will only be used for the purpose stated above.

## For more information

For further advice and support on notification/modification application, please contact the Children's Services Officer at your local office of the Department for Child Protection.



# HELP GUIDE

## *Notification/Modification Application*

### *Family day care*

*Child Care Services Act 2007*

*Child Care Services (Family Day Care) Regulations 2006*

*Child Care Services (Outside School Hours Family Day Care) Regulations 2006*

*This Help guide is a simple interpretation of the Act and Regulations.  
It is intended as a guide only and does not constitute legal advice.*



Department for  
Communities

Child Care Licensing  
and Standards Unit

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Tel. 1800 199 383 (Freecall STD)  
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# HELP GUIDE

## *Notification/Modification Application Family day care*

*Child Care Services Act 2007  
Child Care Services (Family Day Care) Regulations 2006  
Child Care Services (Outside School Hours Family Day Care) Regulations 2006*

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# INTRODUCTION

## *Notification/Modification Application*

### *Family day care*

*Child Care Services Act 2007  
Child Care Services (Family Day Care) Regulations 2006  
Child Care Services (Outside School Hours Family Day Care) Regulations 2006*

#### ➤ **What things must I notify the Department about?**

Under the Regulations you must notify the Department for Communities of any change of fact or circumstance that relates to, or affects, your child care licence, including the surrender of your licence.

#### ➤ **What happens when I submit a notification/modification application to the Department?**

This will depend upon what change you notify the Department for Communities about. Some changes will only require updating of your licence records, other changes will need to be approved by the Department for Communities. When we receive your notification/modification application we will inform you in writing that we have received it and advise you what will happen. If the change needs to be approved by the Department for Communities, we will inform you of this and advise you of the anticipated time frame for a decision.

#### ➤ **What does it mean to surrender my licence?**

Before your licence expires, you may choose not to continue to operate your child care service. If you choose to discontinue your service, you must surrender your licence. To do this you must deliver or post your licence to the Department for Communities as soon as reasonably practicable after you close your service. Once you have surrendered your licence you will be unable to legally operate the child care service specified in the surrendered licence.

It is also your responsibility to surrender your licence to the Department for Communities if you sell your child care service. *Importantly*, the buyer of your service cannot operate until a new licence is issued, and the new licence will not be issued if you do not officially surrender your licence to the Department. Only one current licence for any given child care place can be valid at any one time.

#### ➤ **If I am moving, must I notify the Department for Communities?**

Yes, you have a responsibility under the Regulations to notify the Department when you cease to be the occupier of the premises to which your licence relates, on either a permanent or temporary basis.

➤ **If a new person becomes a usual occupant of my home do I have to notify the Department?**

Yes. You must notify the Department for Communities of any new usual occupants of your household. The Department must be satisfied that any new usual occupant likely to be present while enrolled children are attending your home is suitable to do so.

*Importantly*, any new adult usual occupant must undergo a Department for Child Protection client and child protection record check.

➤ **What is a Department for Child Protection record check?**

Routinely, the Department for Child Protection records any involvement a person may have with the Department. As part of a normal check to determine whether your new adult usual occupant(s) is suitable the Department for Child Protection will review any records it may hold on him/her.

Your new adult usual occupant(s) must give written consent for this check by completing the *Departmental record check consent form*. If the forms are not completed and returned to the Department for Communities, your current licence status may be reviewed.

➤ **How can my new usual occupant(s) complete the Departmental record check consent form?**

Each adult can make individual or group appointments with your local Children's Services Officer to complete the *Departmental record check consent form*. Please remind each individual to take sufficient documentary evidence (100 points) proving his/her identity.

The Children's Services Officer must sight original documents or certified copies (signed by an authorised witness).

The types of documents accepted as evidence include:

- birth certificate (or extract), and if you changed your name when you married, a marriage certificate
- current passport/international travel document
- citizenship certificate
- driver's licence/permit
- social security benefits ID card
- tertiary student ID card
- a signed written reference from a financial institution
- Medicare card.

If your new usual occupant is an Aboriginal or a Torres Strait Islander and is unable to produce the above documents, he/she may get two referees to prove his/her identity. For more information, please contact your local Children's Services Officer.

➤ **Is it possible for me, as a family day care licensee, to temporarily stop operating my service with on my licence period?**

Yes, if you will not be providing day-to-day supervision and control of your family day care service, that is, not operating your service, for a period greater than 30 working days in any calendar year, you must notify the Department for Communities.

➤ **In what situations must I submit an application to amend or modify the licensed place?**

You must obtain approval from the Department for Communities before undertaking any plan to –

- extend or reduce the licensed area of your home; or
- modify the place, including any construction on your licensed place that may affect, or impact upon, your ability to comply with the regulations.

Modifications include, but are not limited to:

- erecting a garden shed or outbuilding of any size
- installing a swimming pool
- extending, or adding to, your home, or
- any other physical change to the licensed place.

➤ **How will my application to modify the place specified on my licence be assessed?**

Your application to modify the place will be assessed against the minimum standards required in the *Child Care Services (Family Day Care) Regulations 2006* or the *Child Care Services (Outside School Hours Family Day Care) Regulations 2006* (the Regulations). Any modification must meet all the standards set out in the Regulations.

*Importantly*, during any construction work you must continue to meet the Regulations. If you wish to operate the service during the modification, you must advise of any impact on your ability to comply with the regulations and indicate how the wellbeing of the enrolled children will be maintained.

➤ **How long will the process take to get an approval to modify the place specified on my licence?**

For a straight forward application, you can expect the process to take approximately 30 days before you will be notified of the final outcome. If for some reason the application is held up, the Department for Communities will send notice to you of the delay and the new time frame.

➤ **Should a monitoring visit be expected?**

A monitoring visit may take place if it is considered:

- the modification or construction may significantly impact on the wellbeing of children, or
- the modification or construction needs to be checked against the Regulations.

➤ **If I modify the place specified in the licence, must I review my public liability insurance?**

Yes. You must review your insurance, including public liability insurance with your insurer if you propose to make any change to the service that may affect your insurance cover. Your insurer will be able to advise you in relation to insurance cover for any proposed modifications to the place.

➤ **What happens if my application to modify the place is refused?**

If the modification application is refused, you will be given a reason why the proposed modification does not meet the required standards of the regulations. Another application may be made in the future if you assess that the required standard can be met.

➤ **How can I review the decision made?**

If your application to modify the place is refused and you disagree with the reason given or are dissatisfied with the fairness applied to the application process, you may apply to the Department for Communities for a review of the decision.

# The Notification/Modification Application

## *Notification instructions*



**The *Help guide* and *Notification/Modification Application* must be read in conjunction with the relevant Regulations.**

It is important, as the licence applicant that you are familiar with the minimum standards prescribed by the Regulations. Failure to comply with the Regulations may result in an application for a licence renewal being refused, or the cancellation or suspension of an existing licence, and/or pecuniary penalties.

- You must answer all sections.
- Where a box is provided, please indicate your choice with a tick () or a cross ()
- All relevant details and attachments must be completed and received by the Department for Communities before your notification will be officially acknowledged.

## Section 1: Notification summary

*This section helps the Department for Communities contact the right person in case of a general enquiry.*

### ➤ Contact person

You must give the full name and contact details of the person to be contacted in case there are any general enquiries about your licence notification.

## Section 2: Change of name of licensee

*This section allows the licensee to notify the Department for Communities about a change of name.*

Please ensure you attach a copy of the appropriate documentary evidence to prove your change in name, for example, a marriage certificate. Please do not send in original documents.

## Section 3: Occupation of the licensed place

*This section asks you to notify the Department for Communities when you cease to occupy the place specified in your licence, either temporarily or permanently.*

## Section 4: Provision of service

*This section asks if you to notify the Department for Communities if you are unable to continue to provide a family day care service either temporarily or permanently and whether you will be unable, for more than 30 working days in any calendar year, to supervise and control on a day-to-day basis the provision of the family day care service.*

## Section 5: Change in family day care usual occupant(s)

*This section requires you to list **all** the usual occupants of the place where the service will be provided, including all those usual occupants previously known to the Department.*

### *Question 5.2*

You are required to give the full names and dates of birth of *all* the usual occupants, including your own children who live with you. As a family day care service provider you must only care for a maximum of seven (7) children (including your own children).

### *Question 5.3 & 5.4*

You must attach a completed *Departmental record check consent form* for each **new** adult usual occupant of your household.

You must be provided with a current copy of a National Police Certificate for each **new** adult usual occupant. An adult is someone who is at least 18 years of age.



### ➔ Criminal record checks for all adult usual occupants

As a family day care provider you must ensure that each adult usual occupant provides you with a current National Police Certificate *within* 30 days of your new adult usual applicant first residing at the licensed place.

## Section 6: Long attendance of enrolled child

*This section allows you to notify the Department of the attendance of an enrolled child for a period of more than 18 consecutive hours.*

You must ensure that no enrolled child is placed in your care for more than 14 24-hour periods in one calendar year without the prior written approval of the Department for Communities.

## Section 7: Other fact or circumstance

*This section allows you to notify the Department of any other fact or circumstance not covered by the previous sections of the Licence notification.*

Examples included, but are not limited to:

- if a child leaves your service in the care of a person other than a person authorised by the child's parent
- if you or a usual occupant is convicted of a prescribed offence
- if a swimming pool is modified or installed at the place

## Section 8: Surrender of licence

*This section allows you to surrender your licence to the Department.*

## Section 9: Change in emergency contact details

*The emergency contact details will be added to the Child Care Licensee Emergency Contact Register. This register will be used by the Department for Communities or other government agency to alert licensees about an emergency, such as an influenza pandemic or other disaster. This will allow important information to be quickly passed on to the child care sector.*

## Section 10: Application to amend the licensed place

*This section asks you to describe your proposed amendment to your existing family day care place.*

Examples may include;

- if you are proposing to extend your place by including your existing lounge room in to your licensed area; or
- if you are proposing to reduce your place by removing your existing lounge room from your licensed area.

## Section 11: Application to modify the licensed place

This section asks you to describe the proposed modifications/construction to your existing place.

When describing the modification or construction please give details of:

- what is to be modified or constructed
- how the wellbeing, including safety of the enrolled children, will be protected from the modification/construction site.
- a site plan drawn to scale showing your proposed modifications
- a plan drawn to scale showing how each part of any building will be used after the modification is completed.

Please read the relevant regulations carefully with respect to the type of documents you should attach to your application and what scale your plans should be drawn to.

Additionally, your drawings must clearly mark the following features:

- the scale used
- the dimensions of the site, building(s) and room(s)
- the use of rooms
- all toilets and handbasins
- all exits
- fences, outbuildings, and service areas
- built-in furniture such as cupboards and nappy change benches (if applicable)
- indoor and outdoor areas.

In addition to the requirements stated above, where you are proposing to engage in a construction project of any kind for which a building licence is required, upon completion of the modification you must provide the following documentation:

- a copy of any current Certificate of classification relating to the place issued under the Building Regulations 1989, Part 5.

Please read the relevant regulations carefully to confirm the type of documents you must attach to your application and what scale your plans must be drawn to.

## Section 12: Checklist

*This section is an important tool to help ensure your application is complete.*

The Department for Communities will not process incomplete applications. If a particular document is not attached please provide a valid reason.

Where the listed attachment is not applicable to the application, please tick () or cross () the 'not applicable' box.

Please attach copies of supporting documents to the application. Please do not send original documents.

## Section 13: Declaration – Notification or surrender

*The section asks you to declare the information provided in your application is true and correct, and that you are aware of the consequences of not providing true and correct information. However, if you are surrendering your licence, you may make a declaration to this effect.*

### Post your notification

Please post your completed Licence notification, including all the appropriate attachments, to:

*Child Care Licensing and Standards Unit  
Department for Communities  
PO Box 6242, East Perth Business Centre  
EAST PERTH WA 6892*



Department for  
Communities  
Child Care Licensing  
and Standards Unit

Licence No.									
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File No.									
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# Notification Form / Modification Application

## Family day care and Outside school hours family day care

Child Care Services Act 2007  
Child Care Services (Family Day Care) Regulations 2006  
Child Care Services (Outside School Hours Family Day Care) Regulations 2006

1<sup>st</sup> Floor, 111 Wellington Street, East Perth WA 6004

Tel. (08) 6210 3333 (Metro) Tel. 1800 199 383 (Freecall STD) Fax. (08) 6210 3300

- Use this notification/modification application if you wish to –
  - notify the Department for Communities of:
    - a change of your **name**, whether given name(s) and/or surname;
    - **another fact or circumstance** that relates to, or affects your licence;
  - update **emergency contact details**; or if you wish to:
  - **surrender** your licence; or
  - **apply to modify the place** specified on your licence.
- **All relevant details and attachments must be completed and received** by the Department for Communities before this notification/modification application is officially acknowledged.
- It is important, as the licence holder, that you are familiar with the minimum standards prescribed by the Regulations. Failure to comply with the Regulations may result in an application for a licence renewal being refused, or the suspension or cancellation of an existing licence and/or pecuniary penalties.
- To complete this form more easily and accurately, please read the accompanying *Help Guide: Licence notification/medication application*.
- You must answer every section. Where a box is provided, please indicate your answer with either a tick (☑) or a cross (☒).

### SECTION 1: SERVICE AND CONTACT DETAILS

#### Contact person

1.1 Name of contact person for this licence notification

.....  
*Given name* ..... *Surname* .....

1.2 Business phone or mobile number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.3 Email address

.....

1.4 What service type are you operating?

- Family day care  
 Outside school hours family day care

1.5 What is your current licence number?

--	--	--	--	--

1.6 Name of the service, if applicable

.....  Not applicable

1.7 Location of the service

.....  
*Street address*

.....  
*Suburb* ..... *Post code*

**WHAT DO YOU WISH TO NOTIFY THE DEPARTMENT FOR COMMUNITIES ABOUT?**

- Do you wish to **notify** a change of name?  → Section 2
- Do you wish to **notify** that you will cease occupying the place specified on the licence?  → Section 3
- Do you wish to **notify** that you will cease providing service on a temporary or a permanent basis?  → Section 4
- Do you wish to **notify** you will be unable to provide the service for certain periods?  → Section 4
- Do you wish to **notify** a change in family day care usual occupants?  → Section 5
- Do you wish to **notify** of the attendance of an enrolled child for a period of more than 18 consecutive hours?  → Section 6
- Do you wish to **notify** the Department of any other fact(s) or circumstance(s) that affects your licence?  → Section 7
- Do you wish to **notify** an update to your emergency contact details  → Section 8
- Do you wish to **notify** your intention to surrender your licence?  → Section 9
- Do you wish to make an **application to amend** the licensed area, eg, add or remove a room?  → Section 10
- Do you wish to make an **application to modify** the place specified on the licence?  → Section 11

**SECTION 2: CHANGE OF NAME**

- 2.1 Have you changed your name?  Yes → Go to 2.2  No → Go to Section 3
- 2.2 Please give your **previous** name.
 

<i>Given names</i>	<i>Surname</i>
- 2.3 Please give your **new** name.
 

<i>Given names</i>	<i>Surname</i>
- 2.4 Please attach evidence of your new name and give the name of the document (*Help guide* p 7)
  - Document attached
  - .....
  - Name of document*

**SECTION 3: OCCUPATION OF THE LICENSED PLACE**

- 3.1 Do you wish to cease occupying the place specified on the licence?  Yes → Go to 3.2  No → Go to Section 4
- 3.2 Do you wish to cease occupying the place on a temporary or a permanent basis? (*Help guide* p7)
  - Temporary → Go to 3.3
  - Permanent → Go to Section 12
- 3.3 Please provide the reason for ceasing to occupy the place.
 

.....

.....
- 3.4 From what date will you cease occupying the place?
 

..... / ..... / .....
- 3.5 Please advise the date you will re-occupy the place.
 

..... / ..... / .....

 Not applicable

**SECTION 4: PROVISION OF SERVICE**

- 4.1 Do you wish to cease providing the service on a temporary or a permanent basis? (*Help guide* p8)
  - Temporary → Go to 4.2
  - Permanent → Go to Section 12
- 4.2 If you are unable to provide the service for more than 30 days in a calendar year, please provide the dates (*Help guide*, p8)
 

From: .....	To: .....
From: .....	To: .....
From: .....	To: .....
From: .....	To: .....

**SECTION 5: CHANGE IN USUAL OCCUPANT**

5.1 Do you wish to notify about a change in usual occupant? (*Help guide p8*)

Yes → Go to 5.2

No → Go to Section 6

5.2 Please provide the names and birth dates of *all* the usual occupants who currently live at your private dwelling.

1

...../...../.....  
*Given names Surname Date of birth*

2

...../...../.....  
*Given names Surname Date of birth*

3

...../...../.....  
*Given names Surname Date of birth*

4

...../...../.....  
*Given names Surname Date of birth*

*If you need more space, please attach a separate piece of paper with extra names and birth dates.*

5.3 Please attach a Department for Child Protection record check consent form for each *new* adult usual occupant (*Help guide, p3*).

Document(s) attached

5.4 For each *new* adult listed above, please attach a copy of a current National Police Certificate.

Document(s) attached

**SECTION 6: LONG ATTENDANCES OF ENROLLED CHILD**

6.1 Do you wish to notify of the attendance of an enrolled child for a period of more than 18 consecutive hours?

Yes → Go to 6.2

No → Go to Section 7

6.2 Child or children's name/s, date of birth and dates and times of long attendance (*Help guide p8*)

1

...../...../.....  
*Given names Surname Date of birth*

Date/Time child arrived		Date/Time child left	
Date:	Time:	Date:	Time:

*If you need more space, please attach a separate piece of paper with additional children's names.*

2

...../...../.....  
*Given names Surname Date of birth*

Date/Time child arrived at		Date/Time child left	
Date:	Time:	Date:	Time:

3

...../...../.....  
*Given names Surname Date of birth*

Date/Time child arrived at		Date/Time child left	
Date:	Time:	Date:	Time:

4

...../...../.....  
*Given names Surname Date of birth*

Date/Time child arrived at		Date/Time child left	
Date:	Time:	Date:	Time:

**SECTION 7: OTHER FACT OR CIRCUMSTANCE**

7.1 Do you wish to notify the Department of any other fact(s) or circumstance(s) that affects your licence?

Yes → Go to 6.2

No → Go to Section 8

7.2 Please describe the fact(s) or circumstance(s) that affects your licence (*Help guide, p9*)

*Examples include, but are not limited to:*

- a child leaving the service in the care of a person other than a person authorised by the child's parent.
- where a licensee or a usual occupant is convicted of a prescribed offence
- where a swimming pool is modified or installed at the place (please complete the attached Swimming pool statement).

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7.3 Have you attached any relevant documents?

Yes → Go to 7.4

No → Go to Section 8

7.4 Please list the name(s) of the document(s) attached.

- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....

**SECTION 8: SURRENDER OF LICENCE**

8.1 Do you wish to update your emergency contact details?

Yes → Go to 9.2

No → Go to Section 9

8.2 From what date did (or will) the surrender of your licence take effect?

..... / ..... / .....

8.3 If the date of surrender has already taken effect, please attach your licence to this application (*Help guide, p9*).

Licence attached

Not applicable

**SECTION 9: UPDATE EMERGENCY CONTACT DETAILS**

9.1 Do you wish to update your emergency contact details?

Yes → Go to 9.2

No → Go to Section 10

9.2 Name of emergency contact person

.....

9.3 Emergency contact details

*Email address*

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*Telephone number*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*Fax number*

*Emergency contact details will only be used to alert licensees of an emergency such as an influenza outbreak or other disaster (Help guide, p9).*

**SECTION 10: APPLICATION TO AMEND THE LICENSED PLACE**

10.1 Do you wish to apply to *extend* the licensed area by adding a room?

Yes → Go to 10.2

No → Go to 10.3

10.2 State in full the proposed new room to be included in your licensed area.

.....  
.....

10.3 Do you wish to apply to *reduce* the licensed area by removing an existing room from your licensed area?

Yes → Go to 10.4

No → Go to Section 11

10.4 State in full the proposed room to be removed from your licensed area.

.....  
.....

10.5 Please give a brief description of what has changed to initiate the removal of an existing room.

.....  
.....

*Note: the removal of an existing room from the licensed area must not affect your ability to meet the regulations.*

.....  
.....

**SECTION 11: APPLICATION TO MODIFY THE LICENSED PLACE**

11.1 Do you wish to make a modification to the place, eg, renovate your home, add a swimming pool?

Yes → Go to 11.2

No → Go to Section 12

11.2 Give the proposed dates for the modification.

Start: ...../...../..... Finish: ...../...../.....

11.3 Give a brief description of the purpose of the modifications.

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11.4 Give a brief description of what is to be modified.

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**SECTION 11: APPLICATION TO MODIFY THE PLACE (CONT.)**

11.5 Give a brief description of how the safety and wellbeing of the children attending the service will be protected during the modification/construction, eg, strategies that will be used to exclude children from the modification/construction site.

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 .....  
 .....  
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 .....

*If you need more space, please attach a separate piece of paper with additional children's names.*

11.6 Please attach a new site plan, showing the proposed location of each part of the building.

Document(s) attached

11.7 Please attach a new floor plan, showing the proposed use of each part of the building.

Document(s) attached

11.8 If the project is approved and is such that requires a building licence, I understand that upon completion I must submit a copy of:

- a current Certificate of Classification relating to the place, issued under Part 5 of the Building Regulations 1989, if the project; and/or
- a completed Swimming pool statement to the Child Care Licensing and Standards Unit when completed (*Help guide p9*).

Upon completion of the project I will submit any relevant Certificate of Classification to the Child Care Licensing and Standards Unit; OR

Upon completion of the swimming pool I will submit a completed Swimming pool statement to the Child Care Licensing and Standards Unit

Not applicable

**SECTION 12: CHECKLIST**

*Please use the checklist below to ensure your application is complete. Incomplete applications will be returned to the licensee. Please DO NOT SEND ORIGINAL documents.*

12.1 I confirm I have attached a Department for Child Protection record check consent form for each new usual occupant.

Yes     No .....     Not applicable  
Reason

12.2 I confirm I have attached documentary evidence of my name change.

Yes     No .....     Not applicable  
Reason

12.3 I confirm I have attached the following documents required for this application:

- a site plan drawn to scale showing the proposed modifications
- a plan drawn to scale showing how each part of any building will be used after the modification is completed

Yes     No .....     Not applicable  
Reason

Yes     No .....     Not applicable  
Reason

12.4 In the case of a construction project requiring a building licence, I understand that upon completion of the project a copy of any current Certificate of Classification relating to the place issued under Part 5 of the *Building Regulations 1989* must be submitted to the Department for Communities.

Upon completion of the project I will submit any relevant Certificate of classification to the Department for Communities

Upon completion of the swimming pool I will submit a completed swimming pool statement to the Department for Communities

Not applicable

**SECTION 13: DECLARATION AND AGREEMENT**

Licencees **must** sign this section (*Help guide* p8)

**Declaration – Notification/Modification**

I declare that –

- all the information given in this notification/ application to modify, including any attachments, is true and correct.
- I am aware penalties may be imposed in accordance with section 49 of the *Child Care Services Act 2007* for any false information given.
- I am aware penalties may be imposed in accordance with the Regulations for *not* notifying the Department for Communities of any change of circumstances or fact about the licensee, the managerial officer(s), the supervising officer, or the child care service.

**Signature**

.....  
*Name of licensee – please print*

..... / ..... / .....  
*Signature* *Date*

.....  
*Name of supervising officer – please print*

..... / ..... / .....  
*Signature* *Date*

**Declaration – Surrender**

In the case of the surrender of a licence, I also declare that –

- I surrender the licence in accordance with the Regulations and understand that upon surrender of the licence, I cannot operate the child care service to which the licence relates.
- I and aware it is an offence (under Section 9 of the *Child Care Services Act 2007*) to operate a child care service without a valid licence.
- I have attached the surrendered licence to this notification form as requested.

**Agreement – Emergency contact**

I provide approval that the emergency contact details I/We have provided may be passed onto other government agencies with responsibilities under the *State Emergency Management Act 2005 (WA)*, the *Public Health Act 1911 (WA)* and the Australian Government *Quarantine Act 1908 (Commonwealth)* to respond to state and national emergencies and disasters.

— PLEASE KEEP A PHOTOCOPY OF THIS APPLICATION FOR YOUR RECORDS —