



Department for  
Communities

Child Care Licensing  
and Standards Unit

## *Template notice of application for a licence*

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

### *A guide for outside school hours care licence applicants*

#### The **instructions**

1. Please choose the appropriate template depending on whether you are:
  - an individual applicant for an outside school hours care licence, or
  - a body corporate or public authority applicant for an outside school hours care licence.
2. Replace the given names and addresses in italics for the correct names and addresses.

#### **Individual applicant for a child care licence**

*Jill Jayne Doe of 31 Smith St, Moonee Ponds* has applied for a licence to operate *XYZ* outside school hours care service, *123 White St, Watery Ponds*. If approved, *Jill Doe* will be responsible for caring for groups of school age children. An objection to the issue of this licence may be made by writing to the Director, Child Care Licensing and Standards Unit, Department for Communities, 1<sup>st</sup> floor, 111 Wellington Street, East Perth WA 6004, before DD/MM/YY. <sup>1</sup>

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<sup>1</sup> The inserted date (DD/MM/YY) is the date that falls fourteen (14) days after the day on which the notice is published. For example, if the notice is published in the paper 1 March YY, the inserted date will be 15/03/YY.

## Body corporate or public authority applicant for an outside school hours care licence

### ***Company or incorporated association***

*Humpty Pty Ltd (or Inc) of 11 Orange St, Melbourne* has applied for a licence to operate XYZ outside school hours care service, 123 White St, Watery Ponds. If approved, *Humpty Pty Ltd (or Inc)* will be responsible for caring for groups of school age children. An objection to the issue of this licence may be made by writing to the Director, Child Care Licensing and Standards Unit, Department for Communities, 1<sup>st</sup> floor, 111 Wellington Street, East Perth WA 6004, before DD/MM/YY.<sup>2</sup>

### ***Public authority***

*The CEO Jay Hunter Black, of the City of Gold 123 Smyth Rd, Jacksville,* has applied on behalf of the authority for a licence to operate XYZ outside school hours care service, 123 White St, Watery Ponds. If approved, *City of Gold* will be responsible for caring for groups of school age children. An objection to the issue of this licence may be made by writing to the Director, Child Care Licensing and Standards Unit, Department for Communities, 1<sup>st</sup> floor, 111 Wellington Street, East Perth WA 6004, before DD/MM/YY.<sup>3</sup>

## For more information

For more information or help contact a Children's Services Officer at a local office of the Department for Child Protection or check out our website [www.childcare.wa.gov.au](http://www.childcare.wa.gov.au).

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