



Licence No.							
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File No.									
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Licence renewal application

—Body corporate or public authority—

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

1st 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 licence renewal application if you wish to:
 - **renew** the current **licence** for an outside school hours care service for school age children; and
 - the renewal licence applicant is a **body corporate or public authority**; or
 - to notify the Department of the intention **not to renew** the licence.
- **All relevant details and attachments must be completed and received** by the Department for Communities before this application will be lodged and then assessed.
- A licence renewal application will be assessed according to the minimum standards set out in the *Child Care Services Act 2007* (the Act) and *Child Care Services (Outside School Hours Care) Regulations 2006* (the Regulations).
It is important that all licence renewal applicants are familiar with the minimum standards prescribed by the Act and Regulations. Failure to comply with the Act and Regulations may result in a licence renewal application being refused, or the cancellation or suspension of an existing licence, and/or pecuniary penalties.
- To help complete this application more easily and accurately, please use the accompanying *Help Guide: How to renew a child care licence*.
- You must answer every section of this application. Where a box is provided, please indicate your answer with either a tick (☑) or a cross (☒).

SECTION 1: Contact details

Contact person

1.1 Name of contact person for this licence renewal application

.....

Given name	Surname
<input type="text"/>	<input type="text"/>

1.2 Business phone or mobile number

 -

1.3 Email address

.....

SECTION 2: Outside school hours care service details

2.1 Please give the name of this service

.....

2.2 Street address of the service

.....

Address	Suburb/Town
<input type="text"/>	<input type="text"/>
Postcode	
<input type="text"/>	

2.3 Postal address of the outside school hours care service, if different to the address given above

.....

Address	Suburb/Town
<input type="text"/>	<input type="text"/>
Postcode	
<input type="text"/>	

2.4 Telephone number for service

 -

2.5 Fax number for service

 -

2.6 Email address for service

.....

2.7 Please provide your OSHC licence number

SECTION 3: Licence renewal applicant details

2

.....
Title *Given & middle names* *Surname*

.....
Position title

.....
Residential address

.....
Suburb/Town

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Postcode

.....
Email address

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

Home phone

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Business phone

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Business fax

3

.....
Title *Given & middle names* *Surname*

.....
Position title

.....
Residential address

.....
Suburb/Town

--	--	--	--

Postcode

.....
Email address

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

Home phone

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Business phone

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

Business fax

Licence or equivalent authority cancelled

3.9 Has the legal entity named above been issued a licence or equivalent authority that has been cancelled in the 5 years before the date of this renewal application?

Yes → Go to 3.10

No → Go to 3.11

3.10 Give the details of the licence or equivalent authority cancelled.

IMPORTANT — 'Equivalent authority' is defined in section 3 of the Child Care Services Act 2007

.....
Title of licence or equivalent authority

...../...../.....
Date of cancellation

.....
Licence or equivalent authority number

Financial certification statement

3.11 Please attach the Financial certification statement, including required attachments. (*Help guide*, p13)

Document attached

SECTION 4: Details of place

Exemptions

4.1 Does the service have any current exemptions in place?

Yes → Go to 4.2

No → Go to Section 5

4.2 Please include the exemption number

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4.3 When does the exemption expire?

..... / /

Date

IMPORTANT — current exemptions do not automatically carry forward. If special circumstances exist, you must re-apply for an exemption 60 days prior to the licence expiry date.

SECTION 5: Checklist

Please use the checklist below to ensure your application is complete. Incomplete applications will be returned. Attach copies of supporting documents. Please DO NOT SEND ORIGINAL documents (see Help guide).

5.1 I confirm I have attached the following documents that this application told me to provide:

Licence applicant

- current and historical company extract (Q3.7)
- certificate of incorporation or equivalent (Q3.8)
- Financial certification statement (Q3.11)
 - Credit search
 - Audit opinion or notification that audit not performed
 - Summary P & L statement

- | | | |
|------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| | <i>Reason</i> | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| | <i>Reason</i> | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| | <i>Reason</i> | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| | <i>Reason</i> | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| | <i>Reason</i> | |

Managerial officer(s)

- Managerial officer statement for each managerial officer

Yes No

Reason

Not applicable

Nominated/renewing supervising officer

- Nominated/renewing supervising officer application

Yes No

Reason

Not applicable

