



Department for  
Communities

Child Care Licensing  
and Standards Unit

## *Template: Notice of application for a licence*

*Child Care Services Act 2007  
Child Care Services (Child Care) Regulations 2006*

### *A guide for child care licence applicants*

#### The instructions

1. Please choose the appropriate template depending on whether you are:
  - an individual applicant for a child care licence, or
  - a body corporate or public authority applicant for a child 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 child care service, 123 White St, Watery Ponds*. If approved, *Jill Doe* will be responsible for caring for groups of children predominately below school age up to the commencement of a secondary school programme. An objection to the issuing 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. \*

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\* 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 a child care licence

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

*Humpty Pty Ltd (or Inc) of 11 Orange St, Melbourne* has applied for a licence to operate XYZ child care service, *123 White St, Watery Ponds*. If approved, *Humpty Pty Ltd (or Inc)* will be responsible for caring for groups of children predominately below school age up to the commencement of a secondary school programme. An objection to the issuing 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.

### ***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 child care service, *123 White St, Watery Ponds*. If approved, *City of Gold* will be responsible for caring for groups of children predominately below school age up to the commencement of a secondary school programme. An objection to the issuing 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.

## 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 our website [www.childcare.wa.gov.au](http://www.childcare.wa.gov.au).

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