



Licence No. [] [] [] [] [] [] [] [] [] []

File No. [] [] [] [] [] [] [] [] [] []

Department for Communities
Child Care Licensing and Standards Unit

Licence 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 application if you wish to apply for:
- a new licence for an outside school hours care service for children who are attending a kindergarten education programme and who are under 15 years and 6 months of age, and
- the licence applicant is a body corporate or public authority.
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 application will be assessed according to the minimum standards set out in the Child Care Services Act 2007 (the Act) and Children and Community Services (Outside School Hours Care) Regulations 2006 (the Regulations).
To help you complete this application more easily and accurately, please use the accompanying Help Guide: How to apply for an outside school hours care licence.
You must answer every section of this application. Where a box is provided, please indicate your answer with either a tick (X) or a cross (X).

SECTION 1: Contact details

1.1 Name of contact person for this licence application

Given name Surname

1.2 Business phone or mobile number

[] [] - []

1.3 Email address

.....

- Are you purchasing an existing outside school hours care service? [] Yes -> See 2.1
Has the legal entity making this application been issued a licence or equivalent authority that has been cancelled in the 5 years before the date of this application? [] Yes -> See 3.9
Will you be providing care on the weekend? [] Yes -> See 4.6
Will you be providing care on pupil free days? [] Yes -> See 4.8

SECTION 2: Outside school hours care service details

2.1 Are you purchasing an existing outside school hours care service? [] Yes -> Go to 2.2 [] No -> Go to 2.3

2.2 Please give the current name of this service
.....

2.3 Please give the proposed name for the new outside school hours care service
[] Not applicable
If you are buying an existing service and the name is not to change, you may write 'As above'.
Note, a licence may only be issued as at the date the existing licensee surrenders.
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SECTION 3: Licence applicant details (cont'd)

Please give the contact details of all Managerial officers — Chairperson, Treasurer & Secretary, and all committee members

If you need more space, please attach a separate piece of paper with the information.

1

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

.....
Position title *Residential address*

.....
Suburb/Town *Postcode*

.....
Email address *Home phone*

.....
Business phone *Fax number*

2

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

.....
Position title *Residential address*

.....
Suburb/Town *Postcode*

.....
Email address *Home phone*

.....
Business phone *Fax number*

3

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

.....
Position title *Residential address*

.....
Suburb/Town *Postcode*

.....
Email address *Home phone*

.....
Business phone *Fax number*

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 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 197 of the Child Care Services Act 2007.

.....
Title of licence or equivalent authority

..... / /
Date of cancellation *Licence or equivalent authority number*

Financial viability assessment

3.11 Please attach the Financial Certification Statement (*Help guide*, p17)

Document attached

SECTION 4: Details of place, hours of operation & staffing

Plan of facilities

4.1 Please attach a plan showing the facilities to be provided on the place and include all the measurements of all indoor and outdoor play areas that form part of the place (*Help guide*, p17).

Documents attached

Contact staff requirements

4.2 Will the proposed service offer care to kindergarten children? (*Help guide*, p19)

Yes No

4.3 Please state the maximum number of children you wish to attend your OSHC service? (*Help guide*, p19)

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4.4 Please state the number of qualified staff required for your maximum number of children? (*Help guide*, p19)

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SECTION 4: Details of place, hours of operation & staffing cont.

Hours of operation

4.5 Please give details of the days and hours of operation of your service (*Help guide*, p19).

Write your opening times in the top box and your closing times in the bottom box.

Days

	Monday	Tuesday	Wednesday	Thursday	Friday
Before school care	OPEN	OPEN	OPEN	OPEN	OPEN
	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
After school care	OPEN	OPEN	OPEN	OPEN	OPEN
	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Vacation care	OPEN	OPEN	OPEN	OPEN	OPEN
	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED

4.6 Will you be providing care on the weekend?

Yes → Go to 4.7 No → Go to 4.8

4.7 Please provide your hours of operation

Saturday Sunday

4.8 Will you be providing care on pupil free days?

Yes → Go to 4.9 No → Go to Section 5

4.9 Please provide your hours of operation

SECTION 5: Checklist

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

Yes No Not applicable
Reason

• certificate of incorporation or equivalent (Q3.8)

Yes No Not applicable
Reason

• appropriate plans of the outside school hours care service (Q4.1)

Yes No Not applicable
Reason

