



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 (Child 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 a child care service for children predominately below school age up to the commencement of a secondary school programme; 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 for a child care service.
- ➔ **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 (Child 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

1.2 Business phone or mobile number

□□ — □□□□□□□□□□□□□□□□

1.3 Email address

.....

SECTION 2: Child care service details

2.1 Please give the name of this service

.....

2.2 Street address of the service

..... Address Suburb/Town

□□□□

Postcode

2.3 Postal address of the child care service, if different to the address given above

..... Address Suburb/Town

□□□□

Postcode

2.4 Telephone number for service

□□ — □□□□□□□□□□□□□□□□

2.5 Fax number for service

□□ — □□□□□□□□□□□□□□□□

SECTION 3: Licence renewal applicant details (cont.)

2

..... Title Given & middle names Surname

..... Position title

..... Residential address

..... Suburb/Town

--	--	--	--

Postcode

..... Email address

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

..... Home phone

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..... Business phone

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

..... Business fax

3

..... Title Given & middle names Surname

..... Position title

..... Residential address

..... Suburb/Town

--	--	--	--

Postcode

..... Email address

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..... Home phone

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..... Business phone

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..... 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.

..... Title of licence or equivalent authority

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

.....
Licence or equivalent authority number

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

Financial certification statement

3.11 Please attach the Financial certification statement. (Help guide, p13)

Document attached

3.11.1 Please attach a current credit search to Financial certification statement if required.

Document attached

Not applicable → Go to 3.11.2

SECTION 3: Licence renewal applicant details (cont.)

- 3.11.2 Please attach audit opinion or notification that audit not performed to Financial certification statement if required.
- 3.11.3 Please attach Summary profit and loss statement to Financial certification statement if required.

Document attached Not applicable → Go to 3.11.3

Document attached Not applicable → Go to Section 4

SECTION 4: Details of place

Exemptions

- 4.1 Does the service have any current exemptions in place?
- 4.2 Please include the exemption number
- 4.3 When does the exemption expire?
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.

Yes → Go to 4.2 No → Go to Section 5

..... / /

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

Yes No Not applicable
Reason

Yes No Not applicable
Reason

Yes No Not applicable
Reason

Yes No Not applicable
Reason

Yes No Not applicable
Reason

Managerial officer(s)

- Managerial officer statement for **each** managerial officer

Yes No Not applicable
Reason

Nominated/renewing supervising officer

- Nominated/renewing supervising officer application

Yes No Not applicable
Reason

SECTION 6: Declaration & privacy statement

Declaration – Renewal of licence

I/We declare that:

- all the information given in this Licence renewal application, including any attachments provided by the Licence renewal applicant, is true and correct
- I am/We are aware penalties may be imposed in accordance with section 49 of the *Child Care Services Act 2007* for knowingly providing any false or misleading information in connection with this application

I/We declare that I/we have been authorised by the body corporate or public authority named below to make this application for and on behalf of —

.....
Name of body corporate or public authority (print)

Privacy statement

The Department for Communities needs the information provided in this licence renewal application to help assess the licence applicant's suitability and capability to operate a child care service in Western Australia. Any personal information will be handled with care and will only be used for the above stated purpose.

1

.....
Name of signatory (print)

.....
Position of signatory (print)

.....
Signature

...../...../.....
Date

Declaration – Non-Renewal of licence

In the case of not wishing to renew your licence, I/we also declare that:

- I/We do not wish to renew the licence, and understand that upon the expiry of the current licence I/we cannot operate the child care service specified in the licence
- I am/We are aware it is an offence, in accordance with section 9 of the *Child Care Services Act 2007*, to operate a child care service without a valid licence

2

.....
Name of signatory (print)

.....
Position of signatory (print)

.....
Signature

...../...../.....
Date

Agreement – Emergency contact

I/We 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.

Space for common seal
 where applicable

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