



Template: Notice of application for licence

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

A guide for family day care and outside school hours family day care applicants

The instructions

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

Individual applicant for a family day care licence

Jill Jayne Doe of *31 Smith St, Moonee Ponds* has applied for a licence to operate a family day care service at the given address. If approved, *Jill Doe* will be directly responsible for the effective supervision and control of a family day care service for children predominately below school age up to the commencement of a secondary school programme. 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, 1st floor, 111 Wellington Street, East Perth WA 6004, before DD/MM/YY.¹

¹ 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.

Individual applicant for an outside school hours family day care licence

Jill Jayne Doe of 31 Smith St, Moonee Ponds has applied for a licence to operate a family day care service at the given address. If approved, *Jill Doe* will be directly responsible for the effective supervision and control of an outside school hours family day care service 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, 1st Floor, 111 Wellington Street, East Perth WA 6004, before DD/MM/YY.²

For more information

If you need any further help to write your Notice of application for licence renewal, you can speak to your Children's Services Officer at your local office of the Department for Child Protection or check out our website www.childcare.wa.gov.au

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