Information required for service approval application: Centre-based service (excluding public preschools)

|  |  |
| --- | --- |
| Tick | Information required related to regulation 24 |
|[ ]  The applicant’s full name and provider approval number (or the applicant’s contact details if the applicant has applied for a provider approval but that application has not yet been determined). |
|[ ]  The name of the proposed education and care service. |
|[ ]  The proposed date on which the education and care service will start operating. |
|[ ]  If known, the contact details for the proposed service, including an after-hours telephone number. |
|[ ]  The proposed ages of children to be educated and cared for by the service. |
|[ ]  The proposed maximum number of children. |
|[ ]  The proposed hours and days of operations. |
|[ ]  A description of the nature of the service. |
|[ ]  The details of any associated children’s service for which approval is sought. |
|[ ]  A statement that the applicant has prepared the required policies and procedures as required by Regulation 168 of the National Regulations. Regulation 168 requires policies and procedures regarding each of the following: * health and safety, including:
	+ nutrition, food and beverages and dietary requirements
	+ sun protection
	+ water safety, including safety during any water-based activities
	+ administering first aid
	+ sleep and rest for children
* incident, injury, trauma and illness procedures complying with regulation 85
* dealing with infectious diseases, including procedures complying with regulation 88
* dealing with medical conditions in children, including the matters set out in regulation 90
* emergency and evacuation, including the matters set out in regulation 97
* delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99
* excursions, including procedures complying with regulations 100 to 102
* providing a child safe environment
* staffing, including:
	+ a code of conduct for staff members
	+ determining the responsible person present at the service
	+ the participation of volunteers and students on practicum placements
* interactions with children, including the matters set out in regulations 155 and 156.
* enrolment and orientation
* governance and management of the service, including confidentiality of records
* the acceptance and refusal of authorisations
* payment of fees and provision of a statement of fees charged by the education and care service

dealing with complaints. |
|[ ]  In relation to the person who will be the nominated supervisor for the service: * their full name and contact details

their written consent to being the nominated supervisor for the service. |

|  |  |
| --- | --- |
| Tick | Information required related to regulation 25 |
|[ ]  The location and street address of the proposed service premises.  |
|[ ]  Plans prepared by the building practitioner (to be accepted, a building practitioner must meet the definition set out under regulation 4 of the National Regulations) of the proposed service premises that show: * the location of all buildings, structures, outdoor play areas and shaded areas
* the location of all entries and exits
* the location of all fences and gates, specifying the types of fence or gate used or to be used
* the location of toilet and washing facilities, nappy changing areas and any food preparation areas
* the boundaries of the premises
* landscape of (or landscaping plans for) outdoor spaces that will be used by the service, specifying the natural environments that are (or will be) provided
* a floor plan indicating unencumbered indoor and outdoor spaces suitable for children
* the location of any associated children’s service
* calculations, carried out by a building practitioner, relating to unencumbered indoor and outdoor space (as set out in regulations 107 and 108)
* the elevation plans of the premises.
 |
|[ ]  If a swimming pool or other water hazard is situated on the proposed service premises, a copy of the service’s water safety policy. |
|[ ]  One of the following: * a soil assessment for the site of the proposed service premises
* if relevant, a statement specifying that a soil assessment for the site has previously been conducted and the date of that assessment
* a statement from the applicant that, to the best of their knowledge, the site history does not indicate the site is likely to be contaminated in a way that poses an unacceptable risk to the health of children.
 |
|[ ]  If a planning permit is required under the state or territory planning and development law, a copy of the planning permit for the proposed service premises. |
|[ ]  A statement that the applicant has the right to occupy and use the premises, and any document evidencing this. |
|[ ]  Unless the service premises is a government or registered school, one of the following: * a copy of the occupancy permit, certificate of final inspection, building certificate, certificate of classification, or a building surveyor’s statement for the final construction and fit-out of the service premises
* a statement from a building practitioner that the service premises complies with the building requirements under state or territory building law or planning development law.
 |
|[ ]  Provide evidence of a current insurance policy as required under regulation 29. If this is not currently available please advise so in writing, however, please note the Regulatory Authority must obtain evidence of insurance prior to issuing a service approval. |