**Renewal Hostel Licence Application**

When completing your application please refer to the following resources:

1. The Education (Hostels) [Regulations](http://www.legislation.govt.nz/regulation/public/2005/0332/latest/DLM362025.html?search=qs_act%40bill%40regulation%40deemedreg_hostels_resel_25_h&p=1&sr=1) 2005
2. [Guidelines](http://education.govt.nz/assets/Documents/School/Running-a-school/Hostel-Regulations/Education-Hostels-Regulations-JUN-2019.pdf) to the Education (Hostels) Regulations 2005
3. For further information please contact the hostel licensing authority on

Phone: 04 439 6443

Email: hostel.licensing@education.govt.nz

### **Checklist**

Before submitting this application, please make sure you have completed the following including any supplementary evidence:

[ ]  **SECTION 1** Scale floor plan and site plan attached.

Fit and proper person: Supporting information if applicable.

[ ]  **SECTION 2** Supporting information from hostel publication if available.
Copy of Evacuation, care and temporary accommodation emergency plan attached.

[ ]  **SECTION 3** Full list of policies and procedures attached.
 Copy of relationship and prevention of ill treatment
 policy attached.
 Copy of boarder’s leave of absence procedure attached.

[ ]  **SIGN OFF** Signed & verified Statutory Declaration
Relevant Review Office report attached
Copy of complaint procedure attached
Payment for fees (direct credit)

### **Provider Details**

|  |
| --- |
| **Name of hostel:** |
| **Full name of licensee:** |
| **Telephone: Mobile:** |
| **Email:** |
| **Physical Street Address (es)** (more than one address may apply to a hostel where hostel buildings are on physically separate sites): |
| **Postal Address:** |
| **Full name of contact person:** |
| **Designation:** |
| **Telephone: Mobile:** |
| **Fax: Email:** |
| **Please complete the details below if the person making this application is not the hostel licensee. Note: this person must have the legal authority to sign on behalf of the licensee.**  |
| **Full name:** |
| **Designation:** |
| **Telephone: Mobile:** |
| **Email:** |

**Type of Ownership (*Please tick)***

[ ]  **Individual**

[ ]  **Partnership**

[ ]  **Body Corporate = legal entities incl. Board of Trustees, Trust etc.**

***Full name of hostel owner and their relationship with the connected school:****(If the hostel is owned by the individual or partnership, please give full names of all partners):*

|  |  |
| --- | --- |
| **Name:** | **Relationship:** |
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***If the owner is a Body Corporate,*** *please provide the name of the Body Corporate and the full names of each director or person involved in the management of the Body Corporate and their relationship with the connected school.*

**Name of Body Corporate: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of Directors/Management:**

|  |  |
| --- | --- |
| **Name:** | **Relationship:** |
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### **Section 1: Details of hostel facilities and operations**

### ***Demonstrate compliance with Part 2 of the regulations***

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| **Scale Floor Plan and Scale Site Plan *(Regulation 10)*** |

Attach a copy of a scale floor plan outlining clearly the uses of each part of the hostel building(s).

Attach a scale site plan identifying which buildings and land are associated with the hostel and identifying their usage.

[ ]  Floor plan attached

[ ]  Site plan attached

Please provide measurements or scale that show the actual size of buildings/rooms.

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| **General nature of the operation of your hostel *(Regulation 11.1)*** |

Please provide information on the following key features of your hostel.

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| --- |
| **Maximum number of boarders:** |
| **Age range of boarders:** |
| **Sex of boarders:** |
| **Days of Operation:** |
| **Any special needs catered for:** |
| **Number of boarding houses:** |
| **Names of boarding houses:** |
| **Any further details:** |
| **Add further details on separate sheet if necessary.** |

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| **Fit and proper status *(Regulation 11.2 & 13)*** |

Please provide full details on an attached sheet for each individual, partner or director or person concerned with the management of the body corporate if ticked ‘yes’ in any of the following boxes.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Yes** | **No** |
| Previous cancellation of a hostel licence? |[ ] [ ]
| Any conviction for any offence against these regulations, any crime involving dishonesty, any offence involving harm to children or violence or any sexual offence? |[ ] [ ]
| Any history of mental illness or serious behavioural problems? |[ ] [ ]
| Any adjudication of bankruptcy under the Insolvency Act 1967 or prohibition from being a director or promoter of, or being concerned or taking part in the management of a company under any of sections 382, 383 and 385 of the Companies Act 1993? |[ ] [ ]

If you tick (✓) “yes” to any of the following, please provide full details, on an attached sheet, of individuals who do not meet the criteria.

### **Section 2: Minimum standards for hostel premises and facilities**

### ***Demonstrate compliance with Part 3 of the regulations***

For each of the following regulations:

* Where there have been changes, provide details of how the regulation continues to be met (Information from hostel publications may be attached to provide this detail. Please tick (✓) the ‘details’ column if this information is attached separately).

Or

* Where there **no changes** tick (✓) the ‘no change’ column that the regulation continues to be met.

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| **Provision of necessary spaces, facilities and equipment *(Regulation 44)*** |

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Boarders’ recreation (indoor and outdoor) |  |[ ]
| Space for quiet activities |  |[ ]
| Food preparation and eating |  |[ ]
| Sleeping arrangements |  |[ ]
| Toileting, bathing, other personal hygiene, changing areas and personal privacy arrangements |  |[ ]
| Laundry arrangements for clothing |  |[ ]
| Secure storage of boarders’ personal effects |  |[ ]
| Provision for boarders’ private communication with parents and other people |  |[ ]

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| **Lighting, heating and ventilation *(Regulation 45)*** |

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Forms of* Lighting
* Heating
* Ventilation
 |  |[ ]

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| **Laundering of sheets, bath towels, etc. *(Regulation 46)*** |

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Laundry system  |  | [ ]  |

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| **Maintenance and safe use of buildings and facilities (*Regulation 47)*** |

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Buildings and facilities are maintained and used safely |  | [ ]  |

|  |
| --- |
| **Fires, earthquakes and other emergencies (Regulation 48)** |

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Telephone available for emergency calls |  | [ ]  |
| A plan for boarders’ evacuation, care and temporary Accommodation in emergencies is prominently displayed |  | [ ]  |
| Staff, fire, earthquake and emergency training procedures |  | [ ]  |
| Regular evacuation drills are carried out |  | [ ]  |

Please provide date of the most recent evacuation drill

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| **Evacuation plan to include fire evacuation scheme *(Regulation 49)*** |

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Evacuation plan satisfies the Fire Service Act 1975 |  | [ ]  |

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| **Safety and hygiene of premises, equipment, etc. *(Regulation 50)*** |

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Furniture, fittings, etc. comply with applicable NZ standards and are kept safe and hygienic |  | [ ]  |

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| **Premises to be kept free of hazards *(Regulation 51)*** |

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Hazards are managed at the hostel |  | [ ]  |

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| **First Aid *(Regulation 52)*** |

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| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| First aid equipment supplies and facilities comply with the Health and Safety in Employment Act 1992. |  | [ ]  |

Please provide the names of staff members that hold a current first aid certificate

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| **Section 3: Review of management and policies*Demonstrate compliance with Part 4 of the regulations.*** |

For each of the Regulations below:

* Where the policy has changed as a result of review, tick (✓) to confirm that you have attached a copy of the changed policy (information from hostel publications may be attached to provide this)

Or

* Where there are no changes, tick (✓) the ‘no change’ column

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Regulation 54: Policies and operating procedures are in writing, ensure the welfare of the boarders and are available to hostel staff, boarders, or boarders’ parents |  |[ ]
| Regulation 55: Policy on hostel relationships and protection of boarders from ill-treatment |  |[ ]
| Regulation 56: Policies to prevent abuse, harassment or neglect of boarders |  |[ ]

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| **Review of, and consultation on, policies and procedures *(Regulation 57)*** |

**Evidence of self-review:**

**Regulation 57 requires the review, at least one every three years, of policies that relate to the hostel’s operating policies and the welfare of boarders.**

* Please attach evidence of the processes that you use to review your policies (evidence may include: signed consultation meeting notes, questionnaires, surveys, other, including dates of these).
* Evidence of review attached (✓)

[ ]  Yes [ ]  No

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| --- | --- | --- |
| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| Regulation 58: Policies to prevent abuse, harassment or neglect of boarders |  |[ ]
| Regulation 59 & 60: Arrangements for record keeping that meet these regulations |  |[ ]
| Regulation 61: Supervision, staffing and security:* Suitability checks for all staff who have unsupervised access to boarders
* Security measures used to prevent unauthorized access to hostel premises
* Staff/boarder ratios
 |  |[ ]
| Regulation 62: Supervision of boarders on excursions outside the hostel |  |[ ]
| Regulation 63: Food and drink:* Arrangements to provide nutritious and safe food and water supply
 |  |[ ]
| Regulation 64: Infectious and other diseases:* Arrangements for dealing with an infectious disease and ensuring staff are in good health and are not suffering from an infectious disease
 |  |[ ]
| Regulation 65: Protection or promotion of health:* Arrangements for dealing with accidents or serious illness involving a boarder
* Arrangements for boarders’ access to healthcare and support services including personal counselling
* Policies relating to the use of alcohol or other substances by staff members and boarders
 |  |[ ]
| Regulation 66: Parents’ contact with, or access to, boarders:* Arrangements for ensuring parental access to a boarder and provisions for excluding contact where “good reason” exists
 |  |[ ]

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| **Complaints’ Process *(Regulation 67, 68, 69 and 70)*** |

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| **Requirement** | **Details of how provision has changed or tick if information attached separately** | **No change** |
| A complaint’s process is in place for students and parents that meets the regulations |  |[ ]

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| **Education Review Office (ERO) Report** |

* Attach a copy of the **latest** Education Review Office (ERO) report for your hostel. ERO reports can be accessed from: <https://www.ero.govt.nz/>

Latest ERO report attached

 [ ]  Yes [ ]  No

* Where the report has suggested ‘areas of improvement’, describe how these have been, or are being addressed, or give reasons why not.

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| **Section 4: Optional** ***Proposed changes to operations or buildings that may require an amendment to the current hostel licence.*** |

*(This is an opportunity to present any proposed changes to the operation of the hostel, or to the hostel buildings that you would like to have considered as part of your new hostel licence. The authority reserves the right to request further information to support your application if required).*

**1. Outline any proposed changes to the operation of the hostel (e.g. ages or numbers of students) that you would like to have considered in the licence:**

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**2. Outline any proposed structural alterations to the hostel buildings that you would like to have considered. Attach a new set of ‘to-scale’ floor plans highlighting the changes.**

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**New set of ‘to-scale’ floor plans attached – tick** (✓)

[ ]  **Yes** [ ]  **No**

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| **Section 5: Statutory Declaration*****All applicants must complete this section*** |

* Complete the Statutory Declaration and include it with this application. Your signature must be **witnessed** by a **Justice of the Peace**, **Solicitor**, **Registrar** or **Deputy Registrar** of the Court.

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| **Section 6: Fees [NZ$ 630.00]** |

* Pay via internet banking

Please make payment by direct credit to **03-0049-0004125-028** citing **‘hostel fee’** in reference fields.

**STATUTORY DECLARATION**

When you have completed this form, please take it to a **Justice of the Peace**, **Solicitor**, a **Registrar** or **Deputy Registrar** of the Court to be witnessed. The declaration must be completed by a person who has authority to sign on behalf of your institution (e.g. Board of Trustees Chairperson, Manager, Director, Chief Executive, etc).

I, ....................................................................., .............................................. of

 (Full name) (Designation/)

.................................................................., solemnly and sincerely declare that

 (Name of Hostel)

* I am the owner of the hostel for which this licence application is being made **or**
* I am authorised to make this application on behalf of the owner (delete one).
* I have made all reasonable inquires and the information contained in this application is true and correct to the best of my knowledge and belief and is accompanied by all relevant information known to the owner.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature..........................................

 (Applicant’s signature)

Full Name …………………………………………………………………………..

Declared at ……………………….this ……………..day of …………………2006.

Signature.......................................... Witness Name ……………………………..

 (Witness’s signature)

Please circle one:Justice of the Peace, Solicitor, other persons authorised to take a statutory declaration

**A significant penalty, including a term of imprisonment of up to three years, may be imposed under the Crimes Act 1961 for making false declarations.**

**APPLICATION CHECKLIST**

Use this checklist to ensure all relevant material has been attached to this application.

**Information Required**

[ ] Application form completed fully and supplementary evidence cross referenced and attached to support application.

Section 1:

[ ] Completed hostel contact and ownership details

Section 2:

[ ] Details of changes to compliance with regulations covering premises and facilities
 attached (if applicable)

Section 3:

[ ] Evidence of self-review of hostel policies and procedures attached

[ ] Copies of changed policies and procedures attached (if applicable)

[ ] Information about evacuation drill, staff with first aid certificates and compliance
 with complaints process completed.

[ ]  Fit and proper person status confirmed for each individual, partner or director or
 person concerned with the management of the body corporate.

[ ]  Education Review Office (ERO) report attached and evidence of concerns addressed
 (if applicable)

Section 4: OPTIONAL

[ ] Proposed changes to hostel operation or buildings that you would like to have
 considered as part of your new licence attached.

Section 5:

[ ] Signed and verified Statutory Declaration completed and attached

[ ] Payment of $630 (including GST) enclosed.