Education (Hostels) Regulations 2005

Application for renewal of hostel licence

 Post the completed application to

 Hostel Licensing Authority

#  Ministry of Education

 PO Box 1666

 Wellington

 or scan to hostel.licensing@education.govt.nz

When completing your application please refer to the following resources:

1. The Education (Hostels) Regulations 2005 [Regulation 19](http://www.legislation.govt.nz/regulation/public/2005/0332/latest/DLM362088.html?search=sw_096be8ed80b9b882_19_25_se&p=1&sr=2)
2. [Guidelines](http://www.education.govt.nz/assets/Documents/School/Running-a-school/Hostel-Regulations/HostelGuidelines.pdf) to the Education (Hostels) Regulations 2005
3. For further information please contact the hostel licensing authority on

 Phone: 04 463 8231

 Email: Hostel.Licensing@education.govt.nz

Please submit your application in a clearly labelled ‘Clear File’ or folder.

### SECTION 1

### Hostel Details

(Complete ALL of the following details even if they have not changed since your original licence application)

1. COMPLETE the following:

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:

E-mail:

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

Full name of hostel owner (If the hostel is owned by an individual or partnership, please give full names of all partners):

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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.

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

Names of Directors/Management:

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Regulation 11.1:

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

Maximum number of boarders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age range of boarders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex of boarders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of International Boarders:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days of operation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any special needs catered for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of boarding houses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/s of boarding house/s:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add further detail on separate sheets if necessary

### SECTION 2

### Compliance of premises and facilities with Part 3 of the Regulations

1. 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 are no changes, tick (✓) the ‘no change’ column to confirm that the regulation continues to be met.

Regulation 44: Provision of necessary spaces, facilities, and equipment

|  |  |  |
| --- | --- | --- |
| 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 |  |  |

Regulation 45: Lighting, heating and ventilation

|  |  |  |
| --- | --- | --- |
| Requirement | Details of how provision has changed or tick if information attached separately | No change |
| Forms of* lighting
* heating
* ventilation
 |  |  |

Regulation 46: Laundering of sheets, bath towels, etc.

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

Regulation 47: Maintenance and safe use of buildings and facilities

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

Regulation 48: Fires, earthquakes and other emergencies

|  |  |  |
| --- | --- | --- |
| 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 |  |  |

Regulation 49: Evacuation plan to include fire evacuation scheme

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

Regulation 50: Safety and hygiene of premises, equipment, etc

|  |  |  |
| --- | --- | --- |
| 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 |  |  |

Regulation 51: Premises to be kept free of hazards

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

Regulation 52: First Aid

|  |  |  |
| --- | --- | --- |
| 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 |  |  |

### SECTION 3

### Compliance of hostel management with Part 4 of the Regulations (Review of management and policies)

1. Evidence of self review:

Regulation 57 requires the review, at least once 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
* 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.

|  |  |  |
| --- | --- | --- |
|  | Yes, I have attached a copy of the changed policy  | 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: Procedure for granting boarders’ leave of absence |  |  |
| Regulation 58:Policies to prevent abuse, harassment or neglect of boarders |  |  |
| Regulation 59 and 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
 |  |  |

* Please provide date of the most recent evacuation drill (Regulation 48):

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* Please provide the names of staff members that hold a current first aid certificate (Regulation 52):
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Regulations 67, 68, 69 and 70 (Part 5) Complaints’ Process

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| --- | --- | --- |
| Requirement | I have attached a copy of the changed Complaints’ policy  | No change |
| A complaints’ process is in place for students and parents that meets the regulations  |  |  |

2. ‘Fit and proper’ person status (Regulations 11(2)(c) & 13)

* Please confirm the criteria below for each individual, partner, director or person concerned with the management of the hostel.
* 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.

|  |  |  |
| --- | --- | --- |
| 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 serious behavioural problems? |  |  |
| Any adjudication of bankruptcy under the Insolvency Act 1967, or prohibition from being a director or promoter of, or being concerned with, or taking part in, the management of a company under any of sections 382, 383 and 385 of the Companies Act 1993? |  |  |

### 3. 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: [www.ero.govt.nz](http://www.ero.govt.nz)

 Latest ERO report attached (✓)

* Yes
* No
* Where the report has suggested ‘areas for improvement’, describe how these have been, or are being addressed, or give reasons why not. Check ‘Letter 2’ which you will receive from the Authority at least two months before your hostel licence expiry date for more details about this.

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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

SECTION 5

(ALL applicants must complete this section)

###  Statutory Declaration

* Complete the Statutory Declaration on page 12 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.

### Fees

* Enclose the application fee of $630 (including GST).

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).

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

 (full name) (designation)

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

 (name of Hostel)

* I am the licensee of the hostel for which this application for renewal of a licence is being made or
* I am authorised to make this application on behalf of the licensee (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 licensee.

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 …………………20...

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

 (witness's signature)

Please circle one: Justice of the Peace Solicitor (Deputy) Registrar

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. Tick (✓)

|  |
| --- |
| Information / attachments required |
| 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
* Cheque for $630 (including GST) enclosed
 |