**Change of Ownership 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](mailto:hostel.licensing@education.govt.nz)

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| Provider Details |

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| **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:** |
| **Fax: Email:** |
| Please complete the details 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:** |
| **Date of Birth:** |
| **Designation Phone:** |
| **Email:** |

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| Proposed ownership change |

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| **Type of Ownership (Please Tick)- *current***  Individual Partnership Body Corporate |

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| **Type of Ownership (Please Tick)- *proposed***  Individual Partnership Body Corporate |

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| **Full name of current hostel owner** |
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| **Full name of proposed hostel owner (If hostel is owned by an individual or partnership please give full names and date of birth of all partners):** |
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| If the proposed owner is a body corporate please provide name of body corporate and full names and date of birth of each Director of person involved in the management of the body corporate.  Name of body corporate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Names and dates of birth of Directors/Management:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Fit and proper person status: 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.

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| **Criteria** | **Yes** | **No** |
| Previous cancellation of a 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 promotor 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? |  |  |

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| License to be renewed |

Please attach copy of old licence for renewal.

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| Statutory Declaration |

Complete the statutory declaration on page 4 and include it with this   
 application.

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| Fees [NZ$ 125.00] |

Pay via internet banking

Upon application a fee of $125.00 including GST is payable.

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

**STATUTORY DECLARATION-** to be signed by new owner

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 new owner of the hostel for which this licence application is being made or
* I am authorised to make this application on behalf of the new owner/ partnership (delete one).
* I have made all reasonable inquiries and the information contained in this application 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2019.

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.