

Before completing this form, contact your local Ministry office so we can explain what the application process involves.

This application must be completed by an applicant from the service provider ie, someone who is involved in the management of the service provider.

This application is for a new centre-based licence under the *Education (Early Childhood Services) Regulations 2008*.

A licence for a new centre-based service will incur a fee of \$2,817.50 inclusive of GST. This fee, payable to the Ministry, is to consider your application and is non-refundable.

1. Service Provider Details

Please provide details of the legal status, address and contact information for the service provider.

Service Provider Name

This is the name of the body, agency or person who owns or that operates the centre.

Unique Number (if known)

The unique service provider number as issued by the Ministry – if available.

New Zealand business number (NZBN)

The Companies Office administers the NZBN register which is responsible for the allocation of the NZBN for New Zealand businesses.

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*If you do not have a NZBN enter **N/A**, or
If you are not sure if you have a NZBN look it up using your organisation's name at www.nzbn.govt.nz
or
If you do not know your NZBN enter '?'
Note that if your organisation is an incorporated society, a trust board or a company then you will likely have a NZBN.*

Ownership Type
Tick one only

Owned Privately

Sole Trader Company Partnership

Owned by an Incorporated Society

An Incorporated Society (*under the Incorporated Societies Act*)

Owned by a Trust

Charitable Trust (*under the Charitable Trusts Act*) Statutory Trust (*e.g. a trust under the Anglican Church Trusts Act 1981*) Private Trust (*includes trusts declared to be charitable for tax purposes*)

Owned by a Community Organisation

Community Trust State Owned Enterprise City Council

Government Department Health Board Public Education Institution (*e.g. polytechnic, college of education, university, wananga*)

Other (please specify) _____

Service Provider Address

These addresses relate to the service provider, and may be different from the service's addresses.

Street Address

Suburb / District

Town / City	Postcode
Phone Number ()	Fax Number ()

Email	<input type="checkbox"/> Tick if this email can be made publicly available.
Website http://	

If different from Street Address

Postal Address	
Suburb / District	
Town / City	Postcode
Special Delivery Instructions	

Applicant Contact Details

A contact person must be listed for the purposes of this application. This person must be from the service provider and is the person who must complete this application, including the Application Declaration in section 7 and if applicable, the Statutory Declaration in section 8.

In some cases, this person will also be named as the service provider contact person in section 3. If this is the case, write "Service provider contact person" here. You do not need to provide this information again.

Title (Mr, Mrs, Ms, Dr, etc)	First Name
Middle Names	Family Name
Phone Number ()	Fax Number ()
Mobile Number ()	
Email	<input type="checkbox"/> Tick if this email can be made publicly available.

Funding Contact Details

This person will receive financial forms (eg RS7) from the Ministry of Education and be the contact for funding matters.

If this person is the same as the person listed in "Applicant Contact Details" or the "Service Provider Contact Person Details", write this here. You do not need to provide the information again.

Title (Mr, Mrs, Ms, Dr, etc)	First Name
Middle Names	Family Name
Phone Number ()	Fax Number ()
Mobile Number ()	
Email	<input type="checkbox"/> Tick if this email can be made publicly available.

2. Early Learning Information (ELI) System

ELI Email

This is the email address that the Ministry of Education will use to contact the service for ELI related matters.

Email

Yes / No
Please circle

As the Service Provider, I am aware of the Early Learning Information (ELI) System and the information requirements.

Yes / No
Please circle

As the Service Provider, I have selected a method to connect to the Early Learning Information (ELI) System.

If 'Yes'

ELI Web, or

Student Management System. Please indicate SMS below.

3. Service Details

These are details of the service for which the application is being made. If these details are the same as the service provider details in section 1, you may indicate this by ticking the appropriate box.

Service Name(s)

Service Number

The unique service number as issued by the Ministry - if available

Service Type

Tick one only

Kindergarten (affiliated to a Kindergarten association)

Playcentre (affiliated to the Playcentre Aotearoa)

Education and care

Casual education and care

Service Address

These addresses relate to the ECE centre for which the licence is sought.

Tick this box if the **service's street address** is the same as the service provider street address in Section 1.

Street Address

Suburb / District

Town / City	Postcode
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Phone Number ()	Fax Number ()
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Email	<input type="radio"/> Tick if this email can be made publicly available.
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Website
http://

If different from Street Address

Tick this box if the **service's postal address** is the same as the service provider postal address in Section 1.

Postal Address

Suburb / District

Town / City	Postcode
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Service Provider Contact Person Details

This is the person nominated by the service provider to represent its management and whose name will appear on the certificate of licence.

This person must reside locally. See section 10, note 1, for more information about the service provider contact person requirements, including what is meant by reside locally.

Special Delivery Instructions	
Title (Mr, Mrs, Ms, Dr, etc)	First Name
Middle Names	Family Name
Address	
Suburb / District	
Town / City	Postcode
Special Delivery Instructions	
Phone Number ()	Fax Number ()
Mobile Number ()	
Email	<input type="radio"/> Tick if this email can be made publicly available.

As the proposed service provider contact person, I confirm that I meet and will continue to meet the requirements of a service provider contact person as detailed in section 10, note 1 of this application.

Signature

X

4. Nomination of Emergency Contact

This is the person who the Ministry will contact in an emergency.

We recommend you choose someone who would normally be on-site during the service's operating hours. Their presence at the service means they can provide us with a quick response and a request for help if needed.

Emergency Contact Person

Title (Mr, Mrs, Ms, Dr, etc)	First Name
Family Name	
Phone Number ()	Mobile Number ()
Email	<input type="radio"/> Tick if this email can be made publicly available

5. Operating Details

The operating details provided below will inform the conditions under which the ECE centre will be authorised to operate, and which will be listed on the Certificate of Licence.

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<i>Circle only one per day →</i>	Teacher Led Parent Led		Teacher Led Parent Led		Teacher Led Parent Led		Teacher Led Parent Led		Teacher Led Parent Led		Teacher Led Parent Led		Teacher Led Parent Led	
<i>Tick only one per day →</i>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>
All-day or Session 1	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Times														
Max no of places														
Under two years														

Session 2	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Times														
Max no of places														
Under two years														

Session 3	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Times														
Max no of places														
Under two years														

6. He Pānui Kōhungahunga – the Early Learning Bulletin

The Ministry publishes a monthly bulletin which is emailed to all service providers. The bulletin is the Ministry's way of communicating important information, changes and events happening in the early learning community.

Ensure that you read and engage with information in the bulletin to stay up to date and remain compliant.

If you would like the bulletin emailed to others within the service, write the email addresses here:

7. Application Declaration

To be completed by the applicant.

I am applying under the Education (Early Childhood services) Regulations 2008 for a new centre-based licence.

I confirm that to the best of my knowledge the information contained in this application is correct and accurate.

Applicant Name	
Applicant Signature	
Date	

8. Statutory Declaration by Service Provider

- This statutory declaration must be completed and signed by the applicant identified in Section 1 before a person authorised under Section 9 of the *Oaths and Declarations Act 1957*.
- Service providers that own or operate more than one service may wish to photocopy this part of the form once completed. This photocopy can be attached to subsequent licence applications, as long as the statutory declaration remains current and accurate.
- **For more information about the statutory declaration, see section 10, note 2.** This also tells you what you must do if any circumstance arises which might make this statutory declaration incorrect.

STATUTORY DECLARATION

TO ACCOMPANY APPLICATIONS FOR LICENCES TO OPERATE EARLY CHILDHOOD EDUCATION AND CARE CENTRES

(First Schedule, Oaths and Declarations Act 1957)

I _____ of _____
(insert name of applicant) (insert address)

acting on behalf of _____
(insert name of service provider)

("the service provider") understand that:

1. The following information is required for the purpose of enabling the Ministry of Education to determine whether members of the service provider, including the applicant, are suitable to be involved in the management of the service provider.
2. This information is required pursuant to regulations 6(3)(b) of the *Education (Early Childhood Services) Regulations 2008*.
3. I must complete this application **on behalf of myself and each member of the service provider that is involved in the management of the service provider**. See note 2 for clarification.
4. It is an offence under section 111 of the Crimes Act 1961 to make a false declaration where that declaration would amount to perjury if made on oath in a judicial proceeding.
5. Where I have answered in the affirmative to any statement below, I have attached all the relevant details in relation to the matter.

To complete this declaration – you must **CIRCLE** one of the options at the beginning of EACH of the following statements.

I SOLEMNLY DECLARE THAT TO THE BEST OF MY KNOWLEDGE:

I and each person who is a member of the service provider, and who is involved in the management of the service provider*

a	have / do not have	any previous convictions for any offence involving harm to children, violence, or fraud.
b	have / do not have	any history of health problems that may affect the service provider's ability to comply with— (i) any conditions of a licence that is issued; or (ii) any obligations under the regulations

c	know of / do not know of	any sum of money (other than a student loan within the meaning of section 2(1) of the <i>Student Loan Scheme Act 1992</i>) owed, or previously owed, to the Crown by— (i) each of those persons, in connection with the provision or receipt of educational services; or (ii) any body corporate in which any of those persons were involved in the management, in connection with the provision or receipt of educational services.
d	have had / have not had	any adjudication of bankruptcy under the <i>Insolvency Act 2006</i>
e	have had / have not had	any prohibition issued under any enactment on acting as a company director:
f	have had / have not had	any previous involvement in the provision of education or care services in respect of which— (i) an application for a licence under either the <i>Education (Early Childhood Services) Regulations 2008</i> , <i>Education (Early Childhood Centres) Regulations 1998</i> , or the <i>Education (Home-Based Care) Order 1992</i> has been refused; or (ii) a licence issued under any of those regulations has been suspended or cancelled.

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

Signature of Applicant _____

Declared at _____ this _____ day of _____.
(insert town or city) (insert day, e.g. 21st) (insert month and year)

Before _____ **(Signature of person taking declaration)**
(Justice of the Peace or other person authorised to take a Statutory Declaration)

_____ **(Full name of person taking declaration)**

_____ **(Capacity, eg Barrister, Justice of the Peace)**

***Service Provider** means each of the following:

- (a) in relation to an early childhood education and care centre, the body, agency, or person who or that operates the centre:
- (b) in relation to a hospital-based education and care service, the body, agency, or person who or that provides that education or care.

PRIVACY STATEMENT

The personal information collected from you in relation to this statutory declaration is required by the Ministry of Education for the purpose of assessing your licence application in accordance with the requirements set out under regulations 6 and 7 of the *Education (Early Childhood Services) Regulations 2008*. This information will not be disclosed to any other person or agency unless it is authorised or required by law.

If there is information requested on this form that you do not want to provide, discuss your concerns with an appropriate Ministry of Education officer who can explain the consequences of not providing it.

The information provided will be held by the Ministry of Education office that manages your application and you have the right under the *Privacy Act 1993* to request access to and correction of this information.

9. Documentation Checklist

The following documentation is required to be forwarded to your regional office of the Ministry of Education **before your application can be considered**. Regulation numbers refer to the *Education (Early Childhood Services) Regulations 2008* unless otherwise noted.

General requirements

- 1) Certificate of Incorporation as a company, charitable trust or incorporated society if applicable.
- 2) IRD notification of charitable tax status if applicable.
- 3) Certified copies of early childhood qualifications of all persons responsible and those teachers included in the qualified teacher requirements if applicable. Reg. 6 (3) (a)
- 4) Copy of Health Report. Reg. 9 (2)
- 5) Confirmation that the service provider has a process to safety check all children's workers who have access to children in accordance with the Vulnerable Children Act 2014. Criterion GMA7A
- 6) Confirmation that the service provider has a process to obtain a New Zealand police vet for every person appointed to work at the service or contractor or their employee who is likely to have unsupervised access to children during normal operating hours who is not a registered teacher or a holder of a limited authority to teach. Education Act 319D-319F
- 7) If the service provider engages a children's worker who has lived overseas, it is recommended that there is a process to obtain a copy of a police certificate from the person's country of citizenship and from any country in which they have lived for one or more years within the last ten years in addition to a New Zealand police vet.
- 8) Evidence that the service provider contact person resides locally e.g. copy of a utility bill, tenancy agreement (See Section 8, Note 1) Reg. 3

Plans, policies and procedures - please provide copies of the following:

- 9) Supervision plan which clearly indicates how staff will be deployed in/out of doors so that children are supervised at all times. All-day services are to provide evidence that adult:child ratios are maintained over staff lunch breaks. Reg. 6 (3) (a)
- 10) Operative evacuation scheme for public safety, approved by Fire and Emergency NZ. Reg. 9 (1) (c)
- 11) A process for providing positive guidance to encourage social competence in children. Criterion C10
- 12) A process for providing formal and informal opportunities for parents to:
 - communicate with adults providing education and care about their child, and share specific evidence of the child's learning;
 - be involved in decision-making concerning their child's learning. Criterion C12
- 13) A written emergency plan and supplies to ensure the care and safety of children and adults at the service. The plan must include evacuation procedures for the service's premises, which apply in a variety of emergency situations and which are consistent with the fire evacuation scheme for the building. Criterion HS7
- 14) A written child protection policy that meets the requirements of the Children's Act 2014. The policy contains provisions for the identification and reporting of child abuse and neglect, information about how the service will keep children safe from abuse and neglect, and how it will respond to suspected child abuse and neglect. Criterion HS31
- 15) Written information letting parents know how they can be involved in the service, any fees charged by the service, the amount and details of the expenditure of any Ministry of Education funding received by the service, and about any planned reviews and consultation. Criterion GMA3
- 16) A written statement expressing the service's beliefs, values, and attitudes about the provision of early childhood education and care. Criterion GMA5
- 17) A copy of the enrolment form that is/will be used by the service. Criterion GMA10

Building consents and diagrams

- 18) Evidence that the premises comply with the Resource Management Act 1991 in respect of their use as a centre. Reg. 9 (1) (d) *For more information, see section 10, note 3.*
- 19) Evidence that the building complies with the Building Act 2004 in respect of its use as a centre. Reg. 9 (1) (e) *For more information, see section 10, note 4.*
- 20) A floor plan of buildings showing metric measurements and uses of each area. Reg. 9 (1) (a) *For more information, see section 10, note 5.*
- 21) A site plan of the entire premises showing metric measurements and uses of each area. Reg. 9 (1) (a) *For more information, see section 10, note 5.*

Fees and Funding Forms

- 22) A completed RS3 funding form. **Note:** *Playcentre services are automatically placed on standard level funding, if you wish to change to quality level funding also complete an EC11 funding form.*
- 23) An application fee of \$2,817.50 inclusive of GST. Reg. 25
Note: *This fee is to consider your application. It is **non-refundable**.*

10. Information to Assist Applicants

Note 1: Nominating a Service Provider Contact Person

The Education (Early Childhood Services) Regulations 2008 require a contact person to be nominated for each service for which a licence is sought, and this person's name is displayed on the certificate of licence. The service provider is legally responsible for meeting regulatory requirements, not the contact person. However, the contact person must:

- represent the service provider;
- be able to respond to the Ministry of Education as soon as practicable on any issue relating to licensing;
- have the authority to act on behalf of the service provider; and
- reside locally.

In relation to the last bullet point, a person will generally be considered to 'reside locally' if they live within the geographical boundaries serviced by the local Ministry of Education office. Contact your local Ministry of Education office to discuss further if you are unsure whether the contact person would meet this requirement.

Note 2: Completing Section 6 (Statutory Declaration)

Who can I get to sign my statutory declaration?

- Section 9 of the Oaths and Declarations Act 1957 lists those who are authorised to take a statutory declaration.
- You will need to sign the statutory declaration in the presence of the person you have chosen.
- It is your responsibility to ensure that the person you select is authorised to witness your declaration.
- You should check that the person notes on the form, with their signature, their full name and the capacity under which they are signing the declaration, eg Justice of the Peace, barrister of the High Court.

Who does the statutory declaration have to cover?

When the **service provider is made up of a group of people**, the statutory declaration needs to cover the officers of the organisation that has identified itself as the service provider. In most cases, the deed of incorporation for the legal entity will determine this. The following table outlines the most common scenarios for service providers.

If the service provider is...	Then the statutory declaration should cover ...
An incorporated society	the office holders (such as Secretary, Treasurer and President)
A trust board	the board members
A company	the company director(s)
An individual person (whether registered as a legal entity or not)	only that person
An unincorporated body	the people that identify themselves as being part of the management body

How do I get the information I need from the people covered by the statutory declaration?

As the person signing the statutory declaration, you must satisfy yourself that the information supplied is correct. How you collect this information from the other people covered by the statutory declaration is up to you and your organisation. There is a range of ways that this might be done, including:

Information gathered through your recruitment or election processes	Personal knowledge of the person
Verbal assurances	Written attestation
Seeking police vets in relation to past convictions	Individual statutory declarations from each person covered (so that the statutory declaration to the Ministry of Education becomes a composite of individual declarations to the applicant)

How do I decide how to respond to the statements on the statutory declaration?

- You must circle one of the options at the beginning of each statement.
- If the service provider is a group of people and an affirmative answer applies to one or more people you must answer in the affirmative on the statutory declaration.
- Most of the statements are relatively straightforward – people will know whether or not they have any convictions, adjudications of bankruptcy etc.
- The main exception will be statement (b) regarding health conditions. It is important to be clear about the difference between (1) a mental/physical condition that might prevent people from managing their role in complying with the conditions of a licence or obligations under the regulations and (2) any other condition that would not have this kind of impact. Relevant factors to consider might include, for example, health problems that require frequent hospitalisation or sick leave, or that might render a person unconscious or quickly incapacitated. Frequency and severity of those conditions might also be relevant.

What will the Ministry of Education do if I answer in the affirmative (ie 'have', 'know of', 'have had', or 'am aware of') to any of the statements on the statutory declaration?

If you answer in the affirmative for any statements you must attach all relevant information in relation to the matter. Answering in the affirmative to any statement does not automatically exclude the service provider from being deemed fit and proper to hold a licence. Given the range of unique circumstances that may be identified, all decisions about whether or not to grant a licence are made on a case-by-case basis at the Secretary's discretion.

What do I need to do if something changes – new people become part of the service provider, or people's circumstances change that make the statutory declaration incorrect?

Regulation 35 of the Education (Early Childhood Services) Regulations 2008 requires that a service provider must notify the Ministry of Education as soon as practicable if any of the circumstances under (a) to (g) on the statutory declaration form have changed for any person who is covered by the statutory declaration. You do not need to notify the Ministry of Education every time someone new becomes part of the service provider UNLESS that person's circumstances make the information you have provided on the statutory declaration incorrect. Verbal or written advice of a change of circumstances will be accepted and a new statutory declaration will not be required.

The Ministry of Education will then review the new information and decide whether the service provider continues to be fit and proper to hold a licence. Given the range of unique circumstances that may be identified, all decisions are made on a case-by-case basis at the Secretary's discretion.

Note 3: Evidence of compliance with the Resource Management Act 1991

Evidence of compliance with the Resource Management Act will consist of a copy of the centre's resource consent with any attached conditions.

Note 4: Evidence of compliance with the Building Act 2004

1. In the case of a newly-built (or recently renovated/converted) premises, evidence of compliance with the *Building Act 2004* generally consists of:

- a code compliance certificate (issued under section 95 of the Act),
- a compliance schedule (issued under section 100 of the Act), if the premises require it.

If your premises also requires an annual building warrant of fitness (issued under section 108 of the Act), you do not need to send in a copy of this document – it will be sighted during the licensing assessment visit.

Note that in particular circumstances, a Certificate for Public Use (issued under section 363A of the Act) or a Certificate of Acceptance (issued under section 96 of the Act) may also be considered evidence of compliance. Contact your local Ministry of Education for further details.

2. In the case of premises built prior to 1992 that have not undergone any building work or alterations, evidence of compliance with the *Building Act 2004* can be established by providing evidence of the age of the building.

Note 5: Site Plan and Premises Definition

Site Plan

To aid the assessment of your application indicate any defined activity space where appropriate (i.e. where your service has designated areas/spaces for the use of children of a specific age and/or number of children).

Premises Definition

In order to be granted one licence the premises must –

- be situated on a single site; and
- be for the exclusive use of the centre or hospital-based education and care service.

If the premises comprise of 2 or more components –

- each component must be immediately adjacent and connected to at least one other component; and
- children must have safe access to each component

In this regulation –

- component means any land or building that forms the part of the premises.
- premises means the premises from which the centre will operate, or from which the hospital-based education and care service will be provided.