



Provider approval number: SA-
(Office Use Only)

Before you begin

You must read the following information before completing and submitting this application form.

Use this form to...

An approved provider may apply for a suspension of a service approval for a period of not more than 12 months. Under the Law, you are obliged to notify the parents of children enrolled at the education and care service and any associated children's service of the intention to make the application, at least 14 days *prior to making this application*. Applications will be assessed and a determination made within 30 days of the application being determined valid by the receiving regulatory authority.

Your obligations

Before submitting this form, you must ensure you are familiar with the requirements and obligations set out in the Education and Care Services National Law* and National Regulations.

If you require further information, or you are unsure about the information required by this form, visit ACECQA's website at www.acecqa.gov.au or contact the regulatory authority in your state or territory for clarification.

You must ensure the information set out in this form is complete and correct. Providing false or misleading information to ACECQA or the regulatory authority is an offence under the Education and Care Services National Law. Failure to comply may result in a financial penalty.

► ***Note:** all references to the *Education and Care Services National Law* in this form are to be read as a reference to the *Education and Care Services National Law Act 2010 (Vic)*, as applied as a law of the state and territory where you are submitting this form. References to ACECQA are to the Australian Children's Education and Care Quality Authority, established under section 244 of the *Education and Care Services National Law*.

Important

- Please write clearly in BLOCK LETTERS.
- Your application/notification will not be processed unless all sections are satisfactorily completed, all requested supporting documents are attached, and any prescribed fees are paid.
- Please submit all pages of this form to the regulatory authority.
- Many applications/notifications can be submitted to the regulatory authority electronically using the NQA IT System. If you want to submit your application electronically, visit the ACECQA website at www.acecqa.gov.au.

Office use only: Approved Not Approved Date:

In Confidence, When Completed



Privacy statement

Regulatory authorities and ACECQA are committed to ensuring all actions taken in the administration of the Education and Care Services National Law are in compliance with the information privacy principles of the *Privacy Act 1988* (Commonwealth).

Regulatory authorities and ACECQA are collecting the information on this form for the purpose of performing a function under the Education and Care Services National Law. The information on this form may also be provided to other authorities or to other government agencies in accordance with the Education and Care Services National Law.

ACECQA, the regulatory authorities and the Australian Government may publish information about you in accordance with the Education and Care Services National Law.

Office use only:	Approved	Not Approved	Date:
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In Confidence, When Completed



Part A: Service details

1. Service legal entity name:

2. Service trading name:

3. Service approval number:

4. Approved provider name:

5. Approved provider number:

6. Please state the reasons for applying to suspend your service approval:

7. Please provide the proposed start date of the suspension: DD/MM/YYYY

8. Please provide the proposed end date of the suspension: DD/MM/YYYY

► **Note:** The suspension period cannot exceed 12 months.

9. Please explain the arrangements you have made for this education and care service during the proposed suspension period:



Part A: Service details - continued

10. I have notified the parents of children enrolled at the education and care service(s) (and any associated children's service(s)) operated under this service approval.



Yes ► **Please attach evidence of the notice provided to parents**

11. Name and contact details for this application:

► **Note:** This will be the person whom the regulatory authority will contact for questions relating to this notification.

Details

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>	Mobile number:	<input type="text"/>
Phone number:	<input type="text"/>	Fax number:	<input type="text"/>
Email:	<input type="text"/>		

Postal address

Address line 1:	<input type="text"/>		
Address line 2:	<input type="text"/>		
Suburb/Town:	<input type="text"/>		
State/ Territory:	<input type="text"/>	Postcode:	<input type="text"/>



Part B: Applicant declaration

Who may sign?

- Individuals: the individual applicant/notifier
- Company: two directors of the company, or a director and company secretary, or if a sole proprietor, the sole director
- Incorporated association: the public officer and one other member of the management committee
- Cooperative: two directors of the cooperative, or a direct and one other officer of the cooperative
- Partnership: a managing partner who is authorised to sign on behalf of the partnership
- Corporation: signed in a accordance with the rules of the corporation
- Government school council: signed in accordance with the rules of the council.

I, _____ [insert full name of person signing the declaration] of,
 _____ [insert address], am _____ [insert
 position/title of applicant (for example, proprietor, director, partner, president)].

and I am

- the approved provider of the service, **or**
- a person authorised to sign on the approved
 provider's behalf.

Note: *please tick one box only*

I declare that:

1. the information provided in this form (including any attachments) is true, complete and correct
2. I have read, understood and agree to the conditions and the associated material contained in this form
3. I understand that the regulatory authority and/or ACECQA have the right (but are not obliged) to act in reliance upon the contents of this form, including its attachments
4. I have read and understood a provider's legal obligations under the Education and Care Services National Law
5. the regulatory authority is authorised to verify any information provided in this form
6. some of the information provided in this form may be disclosed to the Commonwealth for the purposes of the Family Assistance Law and may be disclosed to other persons/authorities where authorised by the Education and Care Services National Law or other legislation, and
7. I am aware that under the Education and Care Services National Law penalties apply if false or misleading information is provided.

Signature of person making the declaration: _____

Signed at: _____ on the _____

► **Note:** *If necessary, please complete the second declaration over the page.*



Second signatory (if required)

I, _____ [insert full name of person signing the declaration] of,
_____ [insert address], am _____ [insert
position/title of applicant (for example, proprietor, director, partner, president)].

I declare that:

1. the information provided in this form (including any attachments) is true, complete and correct
2. I have read, understood and agree to the conditions and the associated material contained in this form
3. I understand that the regulatory authority and/or ACECQA have the right (but are not obliged) to act in reliance upon the contents of this form, including its attachments
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7. I am aware that under the Education and Care Services National Law penalties apply if false or misleading information is provided.

Signature of person making the declaration: _____

Signed at: _____ on the _____



Submitting this form

Please submit this form along with any required documentation to the relevant regulatory authority.

Australian Capital Territory

Submit to:

Children's Policy and Regulation Unit
Education and Training Directorate

GPO Box 158

CANBERRA CITY ACT 2601

Fax: (02) 6207 1128

Enquiries to:

E-mail: cpru@act.gov.au

Phone: (02) 6207 1114

Website: www.det.act.gov.au

New South Wales

Submit to:

NSW Early Childhood Education and Care Directorate

Locked Bag 5107

PARRAMATTA NSW 2124

Fax: (02) 8633 1810

Enquiries to:

E-mail: ececd@det.nsw.edu.au

Phone: 1800 619 113 (toll free)

Website: www.det.nsw.edu.au

Northern Territory

Submit to:

Quality Education and Care NT

Department of Education

GPO Box 4821

DARWIN NT 0801

Fax: (08) 8999 5677

Enquiries to:

E-mail: qualityecnt.det@nt.gov.au

Phone: (08) 8999 3561

Website: www.det.nt.gov.au

Queensland

Submit to:

Office for Early Childhood Education and Care
Department of Education, Training and Employment

PO Box 15033

CITY EAST QLD 4002

Fax: (07) 3234 0310

E-mail: ecec@dete.qld.gov.au

Enquiries to:

E-mail: ecec@dete.qld.gov.au

Phone: 1800 637 711 (toll free)

Website: www.deta.qld.gov.au/earlychildhood

South Australia

Submit to:

Education and Early Childhood Services Registration and
Standards Board of South Australia

GPO Box 1811

ADELAIDE SA 5001

Fax: (08) 8226 1815

Enquiries to:

E-mail: EECSB.NationalQualityFramework@sa.gov.au

Phone: 1800 882 413 (toll free)

Website: www.decs.sa.gov.au/childrensservices/

Tasmania

Submit to:

Department of Education

Education and Care Unit

GPO Box 169

HOBART TAS 7001

Fax: (03) 6233 6042

Enquiries to:

E-mail: ecu.comment@education.tas.gov.au

Phone: 1300 135 513

Website: www.education.tas.gov.au

Victoria

Submit to:

Department of Education and Early Childhood Development Quality
Assessment and Regulation Division

GPO Box 4367

MELBOURNE VIC 3001

Fax: (03) 9651 3586

Enquiries to:

E-mail: licensed.childrens.services@edumail.vic.gov.au

Phone: 1300 307 415

Website: www.education.vic.gov.au/ecsmanagement/educareservices

Western Australia

Submit to:

Department of Local Government and Communities

Education and Care Regulatory Unit

PO Box 6242

East Perth Business Centre

EAST PERTH WA 6892

Fax: (08) 6210 3300

Enquiries to:

E-mail: ecru@dlgc.wa.gov.au

Phone: (08) 6210 3333 OR 1800 199 383 (toll free)

Website: www.dlgc.wa.gov.au