

AIP01 Application for Approval in Principle

Under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 OR the Children's Services Act 1996 and Children's Services Regulations 2020.

Use this form if you are applying to the Victorian Early Childhood Regulatory Authority (VECRA) for an approval in principle. This is an optional process and only relates to centre-based services proposed to be located in a multi-storey building in Victoria.



This is an application for approval in principle. A separate provider and service approval are required before an education and care service can operate from the premises.

For information about approval in principle, including who can apply and the definition of a multi-storey building, please visit www.vecra.vic.gov.au/approval-principle.

Application Assessment

VECRA will make a decision on an application for approval in principle within **60 days** of the application being complete (this includes providing all required documentation and paying the relevant fee). This timeframe does not include time taken by an applicant to provide requested information.

When using this form:



- ▶ Make sure you write in CAPITAL letters with black ink
- ▶ No correction fluid/tape is allowed
- ▶ If any changes are made to the form the person signing must initial them
- ▶ All signatures must be handwritten, not electronic unless you are using the PDF form.



- ▶ **Remember to attach the required information and documentation - without this your application cannot be assessed.**

Your Obligations

Please ensure you check the information that you provide in this form is complete and correct. Providing false or misleading information to the Regulatory Authority is an offence under section 295 of the *Education and Care Services National Law Act 2010* (National Law) and section 182 of the *Children's Services Act 1996* (CS Act).

Processing this form will be delayed unless:

- all sections are complete, and
- legible copies of all supporting documents are supplied (including identification documents), and
- the prescribed fee is paid following an invoice being issued.

To find more information about approval in principle, or about obligations for operating an approved education and care service, please visit www.vecra.vic.gov.au/opening-childhood-service.

Privacy Collection Notice

The information collected will be uploaded and stored in the National Quality Agenda IT System (NQA ITS). You can access the information for the purpose of updating or correction via vecra.licensing@education.vic.gov.au. Personnel from the Systems and Administration Unit (SASU) will input the data into NQAITS and only authorised personnel will have access to this information via NQAITS, for purposes associates with regulatory responsibilities.

VECRA may use and disclose personal information as required or authorised under the National Law, Children’s Services Act 1996 and other applicable legislation. This may include disclosure to government agencies, departments or law enforcement bodies. We may also disclose information where reasonably necessary to prevent or lessen a risk to a person’s health, safety or welfare.

VECRA is currently operating under the Department of Education’s Privacy Policy where applicable, in accordance with existing administrative arrangements. For more information about how personal information is handled, please refer to the Department of Education [Privacy Policy](#).

PART A: APPLICANT INFORMATION

1. If the applicant is an individual:

Full name of the individual applying for AIP: (Applicant):

.....

Applicant registered trading name (if applicable)

.....

Any former or other name the applicant may be known by:

.....

Proof of applicant’s identity attached: Yes/No

Australian Business Number (ABN):

Street address of applicant’s principal office:

Address line 1:

Address line 2:

Suburb/town:

State/Territory:

Postcode:

Postal address of applicant’s principal office:

As above

Other (below)

Address line 1:

Address line 2:

Suburb/town:

State/Territory:

Postcode:

If applicable, Approved Provider details:

Provider Approval number: PR- _____ Provider name: _____



▶ A provider approval is not required for this application.

PART B: PROPERTY AND THRESHOLD QUESTIONS

3. Please provide the location and street address of the proposed service:

Address line 1:

Address line 2:

Suburb/town:

State/Territory:

Postcode:

4. Does the proposed service intend to operate in a multi-storey building? (3 or more storeys)

No: *You cannot apply for approval in principle, please do not complete this form.*

Yes: *Please provide the following details:*

The total number of storeys of the building:

5. Is the proposed service a centre-based service (not family day care)?

No: *You cannot apply for approval in principle, please do not complete this form.*

Yes. If yes, which type of centre-based service is planned to be operated:

Long Day Care, Preschools/Kindergarten or Outside school hours care (which all operate under the *Education and Care Services National Law Act 2010*).

Children's services offering care to children on a non-regular or ad-hoc basis such as limited hours services, occasional care services, early childhood intervention services, mobile services and school holiday care programs (which operate under the *Children's Services Act 1996*).



- Please note: your answer to this question will determine whether the application for approval in principle is assessed under the *Education and Care Services National Law Act 2010* or the *Children Services Act 1996*.
- If you need further information about this, please visit www.vecra.vic.gov.au/which-early-childhood-services-are-regulated or contact VECRA www.vecra.vic.gov.au/contact-us

6. Does the multi-storey building require a permit or approval for its construction, alteration or repair under a building or planning law that applies in Victoria?

- No: *You cannot apply for approval in principle, please do not complete this form.*
- Yes: *Please provide a copy of the planning approval if available.*



- Approval in Principle application can only be considered if a building permit is required under the *Building Act 1993* but has not yet been granted. If a building permit has been granted, please see information about applying for a provider and service approval at www.vecra.vic.gov.au/starting-early-childhood-service.

PART C: BUILDING PREMISES INFORMATION



- **Please attach plans prepared by a building practitioner which show all of the following information:**

(For each item listed, please indicate if the information is included with this application.)

- Plans, drawings, or specifications as to the construction, alteration or repair of the proposed premises and building.

No

Yes

- All possible evacuation routes from each storey of the proposed education and care service premises.

No

Yes

- The assembly area proposed to be used in an emergency evacuation of the proposed education and care service premises.

No

Yes

Please also attach:

- A plan showing the direct sunlight to be received by the proposed education and care service premises between 9:00am and 3:00pm on the winter solstice and the summer solstice.

No

Yes

- A soil assessment for the site of the proposed education and care service premises.

No

Yes

7. Please provide a description of the land on which the proposed education and care service premises will be located:

(e.g. block section and suburb or lot and plan numbers on the certificate of title.)

[Text input area]

8. Please provide a description of any other occupants or proposed occupants of the building in which the premises are proposed to be located:

(e.g. First and second floors will be occupied by office space and a gym.)

[Text input area]



o Note: please do not provide any personal details.

9. Please provide a description of the types of any enterprises operating from properties within 50 metres of the proposed education and care service premises:
(e.g. a supermarket.)

PART D: CONTACT DETAILS OF THE APPLICANT

10. Name and contact details for this application:

First name:

Last name:

Phone number:

Mobile number:

Email address:



This is the person VECRA will contact for any questions about this application. The contact for this application must be an individual who is authorised to act on behalf of the applicant, and answer questions about the details on this form.

PART E: PRESCRIBED FEE AND PAYMENT DETAILS

A fee applies for this application details can be found in the Schedule of Fees at [Indexed fees](#). An invoice will be sent to your nominated email address following your application being submitted. The invoice can then be paid via BPAY. Your application will be complete and assessed once payment has been confirmed.

PART F: DECLARATION

I, _____ of,
[insert full name of person signing the declaration]

_____, am
[insert address]

_____, and I am
[insert position/title of the applicant (for example, proprietor, director, partner, president)].

*(Please select **one** option only.)*

The applicant, or

A person authorised to sign on the applicant's behalf.

Note: the regulatory authority may request evidence of this authorisation.

I declare that:

1. The information provided in this application, including supporting documents, 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 VECRA will rely on the information provided in this application.
4. I understand that VECRA may verify any information provided in this application.
5. I am aware that I may be subject to penalties under the Act if I provide false or misleading information in this application, and
6. I understand that the contact details provided in this form will be used by VECRA for correspondence about this application and I will respond to requests for further information by VECRA within the timeframes specified.

[Signature of person making the declaration]

at *[location/address]*: _____ on *[date]*: _____

HOW TO SUBMIT THIS FORM

Email this completed form with attachments to vecra.licensing@education.vic.gov.au



- o This is not an application for service approval under the *Education and Care Services National Law Act 2010*. To commence operating an education and care service you must apply for service approval through the National Quality Agenda IT (NQAITs) System via the Australian Children's Education and Care Quality Authority (ACECQA) website.

CONTACT US

- Email: vecra.licensing@education.vic.gov.au
- Telephone: 1300 307 415 (Monday – Friday, 9am – 5pm)

