



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

**Application for a
temporary relocation
licence**
**Education (Early Childhood
Services) Regulations 2008**

**EC2 (Centre-based and
Hospital-based)**

(OFFICE ONLY) DATE RECEIVED

This form must be completed by the service provider or by someone on behalf of the service provider.

18 Grant of temporary relocation licence

(1) The Director of Regulation may grant a temporary relocation licence for any licensed early childhood service (other than a home-based education and care service) if, and only if,—

(a) the service provider needs to temporarily relocate the service to other premises (whether because of renovations to the premises usually occupied or otherwise); and

(b) the new premises either—

(i) comply with the premises and facilities standard set out in regulation 45; or

(ii) do not comply with that standard but are likely to comply with any condition imposed by the Director of Regulation under subclause (2).

(2) The Director of Regulation may impose any condition he or she considers appropriate in respect of a temporary relocation licence (including conditions of varying duration in relation to different conditions).

(3) Unless earlier cancelled or suspended, every temporary relocation licence remains in force for the period specified in the licence (being a date no later than 10 months from the date of issue of that licence).

(4) While any temporary relocation licence remains in force, any other licence held by the service provider in respect of that service is not in force.

Privacy Statement

Purpose

The purpose of this privacy statement is to inform you about the application for a temporary relocation licence and how the Ministry of Education (the Ministry) will collect, store, use and share your personal information.

Why are we collecting your personal information?

Sufficient information must be collected to carry out the assessment of the application, including assessing whether any relevant person is a fit and proper person (within the meaning of regulation 8) to hold a licence, reviewing the licence the application relates to, and disclosing the Ministry's decision on the application to the applicant.

You do not have to provide the information requested in the application form, but the Ministry may not be able to process the application if you do not provide it.

What personal information will be collected?

This application form collects personal information to assess your application under the Education (Early Childhood Services) Regulations 2008 (the regulations). We will collect personal information from you, including, contact details (e-mail address, address, and telephone numbers).

How will we use your personal information?

We use this information to:

- make licensing decisions, such as whether your service meets the requirements of the regulations and licensing criteria
- maintain accurate records, including data quality and compliance, ongoing regulatory compliance documentation and historical licence data
- investigate complaints or incidents, ensuring we can follow up on issues or safety concerns
- produce directories, reports, and statistical analysis, which may be shared publicly or with government agencies for transparency and oversight
- share relevant information with the Education Review Office (ERO) to support their evaluation and review functions
- communicate important updates, including changes in regulations, licensing requirements, or professional development opportunities relevant to your service.
- We may also use aggregate level information within the Ministry for the purposes of monitoring, maintaining, and improving licensed early childhood services and education related research and statistics. Any analysis we will carry out on the information provided will be done in a way that does not allow for you or your information to be uniquely identified.

How will we keep personal information safe?

It is important that we keep individuals’ information safe and secure.

We maintain a secure environment for the protection of all personal information we collect, hold and use. We have appropriate privacy and security safeguards in place to protect your personal information from loss, unauthorised access, use, or disclosure.

Only authorised staff in the Ministry will have access to your information, and access to your information will only be for the purposes above.

Sharing of your personal information

The information collected in this form, unless otherwise stated, will not be disclosed to any third parties unless it is authorised or required by law.

We may also disclose personal information where we are required or authorised to do so by legislation.

Your rights under the Privacy Act 2020

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you or anyone named in this application would like to request access to or correction of your personal information, please contact your Ministry regional office.

1. Service Provider and Service Details Information provided in this section may be included in online Ministry of Education directories.

To be completed by “The Applicant”

Note: The Service Provider is the name of the company, body, agency, or person who operates the service.

The service provider name and the service name can both be found on the licence.

Service Provider Name <i>(printed on current licence certificate)</i>
Service Name(s) <i>(printed on current licence certificate)</i>
Service Number(s) <i>(printed on current licence certificate)</i>
TKR Number <i>(if applicable)</i>

Applicant Contact Details

This person must be from the service provider and is the person who must complete this application, including the Application Declaration in section 5.

Note: Applicant details are not included in online directories.

First Name	Middle Names
Family Name	
Phone Number	Mobile Number
Email	

2. Reason for Application

Information provided in this section may be included in online Ministry of Education directories.

The following section relates to the reason for the temporary relocation.

Reason for Relocation

Brief description of why the service needs to be temporarily relocated to other premises.

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Temporary Address

The address of the premises the service will use if granted a temporary relocation licence.

Street Address	
Suburb / District	
Town / City	Postcode
Phone Number	
Email	

If different from Street Address

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

3. Temporary Relocation Information Information provided in this section may be included in online Ministry of Education directories.

Anticipated date for Temporary Relocation <i>This date can change</i>			
Anticipated date of move back to original premises <i>This date can change</i>			
Contact Person during relocation <i>If different from the service provider contact person</i>	Name		
	Phone Number	<input type="checkbox"/> Tick if the phone number can be included in online directories.	
	Mobile Number	<input type="checkbox"/> Tick if the mobile number can be included in online directories.	

4. Temporary Relocation Operating Details Information provided in this section may be included in online Ministry of Education directories.

The operating details below will inform the conditions under which the ECE service will be authorised to operate while in temporary premises, and which will be listed on the Temporary Relocation Licence Certificate. Declaration

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Tick only one per day →	All Day <input type="checkbox"/>	Sessional <input type="checkbox"/>	All Day <input type="checkbox"/>	Sessional <input type="checkbox"/>	All Day <input type="checkbox"/>	Sessional <input type="checkbox"/>	All Day <input type="checkbox"/>	Sessional <input type="checkbox"/>	All Day <input type="checkbox"/>	Sessional <input type="checkbox"/>	All Day <input type="checkbox"/>	Sessional <input type="checkbox"/>	All Day <input type="checkbox"/>	Sessional <input type="checkbox"/>
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														