

2. Reason for Application

This section relates to the reason for the application.

Tick one box only

<input type="checkbox"/>	Temporary closure of the service for a period of no longer than 3 months
<input type="checkbox"/>	Extension of temporary closure of the service for a further 3 months (no longer than 6 months in total from the initial closure date) <i>Reg 19(1)(b) (see documentation checklist in section 4 for documents/information that must accompany the application)</i>
<input type="checkbox"/>	Extension of temporary closure of the service for a further and final period (no longer than 12 months in total from the initial closure date) <i>Reg 19(1)(c) (see documentation checklist in Section 4 for documents/information that must accompany the application)</i>

Reason for closure **or** reason for extending closure period
(See section 5 for guidance)

Date for closure **or** extension of closure to be effective from

Anticipated date to reopen
Must be no longer than; 3 months for initial application, no longer than 6 months in total for first extension and no longer than 12 months in total for a further, final extension

Contact Person during closure
Leave blank if same as the service provider contact person

Full Name	
Contact Phone Number	
Email	

5. Information to Assist Applicants

What a temporary closure can be used for

Circumstances a temporary closure can be applied for include but are not limited to.

- an ongoing inability to meet ratio requirements
- an ongoing inability to meet qualification or person responsible requirements
- where there is a declining roll or
- the service needs to close to undertake repairs or renovations.

Note: You do not need to apply for Temporary Closure for 'Business as usual' closures such as community events, regional anniversary days, school holidays (for services who only operate during school term time) and teacher only days etc.

What a temporary closure can't be used for

Temporary closures cannot be used by a service to avoid regulatory action.

Timeframes

The timeframes for temporary closure (from when the application is granted) are:

- Initial timeframe - no longer than 3 months in total *Reg 19(1)(a)*
- For an extension, no longer than 6 months in total from the date the service first entered temporarily closure *Reg 19(1)(b)*
- For a further extension*, no longer than 12 months in total from the date the service first entered temporary closure *Reg 19(1)(c)*

*Further Extension

Before granting a further extension under regulation 19(1)(c), the Director of Regulation must be satisfied the service provider has shown they intend to reopen the service before the period expires, and under regulation 19(1)(c)(ii) the provider is not able to be granted a temporary relocation licence under regulation 18 (not available to home-based services) Evidence of intention to reopen may include but is not limited to:

- Staff employment records that demonstrate staff are expected to return to the service or will be employed when it reopens
- Enrolment records or other documentation that demonstrate children will attend when the service reopens
- Details of building work or premises redevelopment if the Temporary Closure has been granted for such work

Evidence a centre-based service is not able to relocate may include but is not limited to:

- Confirmation the service does not have the required staff to deliver the service
- Confirmation there are no children to deliver the service to
- Outline of steps taken by the service provider to investigate options for relocation
- Correspondence between the service provider and potential locations that have proved unsuitable.

Conditions to be complied with before the service can reopen

Please refer to the letter granting Temporary Closure for conditions that must be complied with before the service reopens.

Funding

The Ministry does not fund services when they are not open. Emergency temporary closures as defined in chapter 7-5 of the ECE Funding Handbook may be funded at the Ministry's discretion.

[ECE funding handbook - Ministry of Education](#)