



(OFFICE ONLY) DATE RECEIVED

**This application is to be used by home-based early childhood services holding a licence under the Education (Early Childhood Services) Regulations 2008.**

This application is to be completed by a person who is involved in the governance of the service if they wish to:

- make any alterations to the service that would affect the conditions of the licence; or
- make any changes to the operation of the service that would make any matter specified on the licence incorrect; or
- change service provider details; or
- change the service name or service details; or
- change the service provider contact person or their details; or
- change the funding contact person or their details; or
- change the emergency contact person or their details; or
- confirming or changing the service's curriculum framework pathway; or
- confirming or changing the service's primary language.

**Note:** If you are proposing to change the identity of the service provider operating the licensed service, the legal name of the service provider or the service provider's ownership type, please complete an EC/9 application form.

**Section 19** of the Education and Training Act 2020 details the requirements for licensed home-based education and care service as:

- (a) A licensed home-based education and care service may be provided to no more than 4 children per home.  
(b) While children are participating in the service, the total number of children present in a home in which the service is provided (including those receiving the service) may not be more than 6.

*Note: Children means children aged 13 years or younger (other than children of the educator who are enrolled at school)*

### Statutory Declaration

A statutory declaration may be required for the purpose of determining whether the individual who is the applicant and each individual who is involved in the governance of the service is a fit and proper person to be involved in the governance of the Service, as set out in Regulation 7.

**Regulation 35 – Ongoing Duty to Notify Changes:** If you have applied for, or hold, a licence, you must notify the Ministry as soon as practicable of any relevant change in circumstances of the kind referred to in regulation 7, as they relate to the matters declared in your statutory declaration.

This is a **continuing obligation** that applies throughout the application process and for as long as the licence remains in force. If a relevant change occurs, you may need to complete and submit an updated statutory declaration

### Privacy Statement

#### Purpose

The purpose of this privacy statement is to inform you about the Application to Amend a Home-Based Early Childhood Service's Details 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.





<p>does not include homes within a service.</p> <p>Note: ELI information will not be included in the online directories</p> <p>If different from Street Address</p>	Phone Number	Mobile Number
	Email	
	ELI Email	Website
	<b>Postal Address</b>	
	Suburb / District	
	Town / City	Postcode
	Special Delivery Instructions	

## 5. Change of Service Provider Contact Person

Where the service provider wishes to change the person nominated as the contact person, this section must be completed. Leave this section blank if the service provider contact person details have not changed.

Name of Service Provider Contact Person

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

*This person must reside locally. See section 14, note 1, for more information about the service provider contact person requirements, including what is meant by reside locally.*

*Note: Service provider contact, name, email and phone number may be included in the online directories.*

First Name	Middle Names
Family Name	
Address	
Suburb / District	
Town / City	Postcode
Special Delivery Instructions	
Phone Number	<input type="radio"/> Tick if the phone number can be included in online directories.
Mobile Number	<input type="radio"/> Tick if the mobile number can be included in online directories.
Email	<input type="radio"/> Tick if the email can be included in online directories.

## 6. Change of Funding Contact Person

Where the service provider wishes to change the person nominated as the funding contact person, this section must be completed. Leave this section blank if the funding contact person details have not changed.

Name of Funding Contact Person

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

*Funding contacts need access to Pourato and*

First Name	Middle Names
Family Name	
Address	

Secure Data Portal to view early learning funding information. To review and request access, please complete the Early Childhood Education (ECE) Pourato and Secure Data Portal User Request (ESL-39) form on this page: [How to get an Education Sector Logon | Applications & Online Systems](#)

Note: Funding contact details will not be included in the online directories.

Suburb / District	
Town / City	Postcode
Special Delivery Instructions	
Phone Number	Mobile Number
Email	

## 7. Emergency Contact Person

The emergency contact person is an important link between your Early Childhood Home-based service and the Ministry of Education during emergencies. In situations such as a bomb threat, earthquake, or other serious incidents, fast and accurate communication helps keep children, staff, and the community safe.

We use the **Mataara Emergency System** to communicate quickly. The emergency contact provides a contact for sharing urgent information and receiving guidance from the Ministry or other agencies when assistance is needed onsite.

Accurate contact details are essential—delays or incorrect information can compromise safety and slow our response.

Emergency Contact Person

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

*Note: Emergency contact details will not be included in the online directories.*

First Name	Family Name
Phone number	Mobile number
Email	

## 8. Change of Operating Details

The operating details provided below will inform the conditions under which the service will be authorised to operate, and which will be listed on the amended certificate of licence. Where the service provider wishes to change any of the service operating details this section must be completed. Detail all sessions below if any amendments are being made. Leave this section blank if the operating details have not changed.

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Times														
Max # child places*														

\* The maximum number of child places refers to the total number of children the service can accommodate, which can include all children under two years old, all children over two years old, or a combination of both.

**Note:** The person responsible requirements must be met for all hours children are attending. Refer to person responsible requirements Reg 44(1)(d)

## 9. Confirmation of Curriculum Framework Pathway

Please identify the curriculum framework pathway chosen by the service. For more information, please visit [Tāhūrangi - Te Whāriki Online](#)

Curriculum framework pathway	<input type="radio"/>	Te Ara Māori	<input type="radio"/>	Te Ara Whānui
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## 10. Confirmation of language

Please identify the primary language option chosen by the service. Please select one option.

<input type="checkbox"/>	English	<input type="checkbox"/>	Micronesian – not further defined
<input type="checkbox"/>	Te Reo Māori	<input type="checkbox"/>	Pukapukan: Pukapuka: Bukabuka
<input type="checkbox"/>	Arabic/Egyptian	<input type="checkbox"/>	Reo Tahiti – Tahiti
<input type="checkbox"/>	Central Pacific – not elsewhere defined	<input type="checkbox"/>	Solomon Aelan Pijin
<input type="checkbox"/>	Chinese / Japanese	<input type="checkbox"/>	Te 'Gana Tuvalu – Tuvaluan
<input type="checkbox"/>	Dorerin Naoero – Nauru	<input type="checkbox"/>	Te Reo Māori Kūki Āirani
<input type="checkbox"/>	Fäeag Rotuam – Rotuman	<input type="checkbox"/>	Te Taetae ni Kiribati:Kiribati
<input type="checkbox"/>	French	<input type="checkbox"/>	Vagahau Niue - Niuean
<input type="checkbox"/>	Gagana Sāmoa - Samoan	<input type="checkbox"/>	Vanuatu Languages
<input type="checkbox"/>	Gagana Tokelau - Tokelauan	<input type="checkbox"/>	Vosa Vaka-Viti – Fijian
<input type="checkbox"/>	Korean	<input type="checkbox"/>	Other
<input type="checkbox"/>	Lea Faka-Tonga - Tongan		

If you select a language other than English, you may be eligible to receive Equity Funding Component C "language and culture other than English". Complete and submit an [EC15 form](#) "Application to receive Equity Funding for providing early childhood Education in language other than English" to: [resourcing@education.govt.nz](mailto:resourcing@education.govt.nz)

## 11. 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, please add their information through the bulletin sign up page:

[Early Learning Bulletin](#)

## 12. Application Declaration

The applicant (named in section 1) must complete the applicant declaration below.

If there is a change to the service provider contact person, both the current and new service provider contact person must complete the service provider contact person declarations below. *If the current service provider contact person is unable to sign, a representative from the service provider (state full name and role) must provide a reason for this and a statement confirming the change.*

### Applicant Declaration

I am applying under the Education (Early Childhood Services) Regulations 2008 to change the details as identified in this application.

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

Full name of Applicant	First Name	Family Name
Signature		
Date	( ) (DAY/MONTH/YEAR)	
<p><b>Service Provider Contact Person Declarations</b></p> <p>As the current service provider contact person, I confirm that I will no longer be the service provider contact person for this service.</p>		
Full Name of Current Service Provider Contact Person	First Name	Family Name
Signature		
Date	( ) (DAY/MONTH/YEAR)	
<p>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 14, note 1.</p>		
Full Name of new Service Provider Contact Person	First Name	Family Name
Signature		
Date	( ) (DAY/MONTH/YEAR)	

## 13. Documentation Checklist

To assist you in preparing your application, the following checklist shows the documentation that may be required to be forwarded to your local office of the Ministry of Education to support your application for a licence amendment. The documentation required will depend on what aspects of your licence you are applying to amend. Regulation numbers refer to the Education (Early Childhood Services) Regulations 2008 unless otherwise noted. More information is available here- - [Laws and regulations for early learning services - Ministry of Education](#). If you have any questions, contact your local Ministry of Education office for assistance.

### Change of Service Provider Contact Person

- 1)  Evidence the service provider contact person resides locally e.g. copy of a utility bill, tenancy agreement as set out in Regulation 3. *For more information see section 14, note 1 of this form.*

### Change of Operating Conditions

- 2)  Copies of completed safety checking records and results for children's workers employed or engaged within the last 12 months as set out in licensing criterion GMA205.
- 3)  Copies of Police vetting records and results for all adults aged 17 years or over who have started living in a home where the service is being provided within the last 12 months.  
*As required by the Education and Training Act 2020 Schedule 4.*
- 4)  Evidence of sufficient person/s responsible to meet the 1:50 ratio requirement (i.e. one person responsible for every 50 children) and ensure there is a person/s responsible for all hours children are attending the service as set out in Regulation 44 (1)(d)(ii). (Additional person/s responsible may be needed depending on the hours of operation)
- 5)  Evidence to demonstrate the person responsible is not acting for more than one licensed service at the same time, as set out in Regulation 62(2)
- 6)  Evidence of how educators will be proactively informed of who their person responsible is and how to contact them, in advance of children attending, including how educators will be proactively informed if their person responsible is unavailable (e.g. sick or on leave) as set out in Regulation 44.
- 7)  A record of educators employed or engaged in the service, including start dates, qualifications or date of enrolment in a course which would lead to a home-based service qualification to demonstrate the qualification requirements in Regulation 44- Schedule 1A are met. Provide certified copies of the recognised home-based service qualifications for qualified educators.
- 8)  Evidence of enrolments and waiting list if applying for a licence maximum increase from 80 to 100.

## 14. 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.