| 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"<br><br>*Note: The Service Provider is the name of the company, body, agency, or person who operates the service.*<br><br>*The service provider name and the service name can both be found on the licence.* | Service Provider Name *(printed on current licence certificate)* | |
| | Service Name(s) *(printed on current licence certificate)* | |
| | Service Number(s) *(printed on current licence certificate)* | |
| | TKR Number *(if applicable)* | |
| Applicant Contact Details | First Name | Middle Names |

| | | |
|---|---|---|
| *This person must be from the service provider and is the person who must complete this application, including the Application Declaration in section 5.*<br><br>*Note: Applicant details are not included in online directories.* | 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<br>*Brief description of why the service needs to be temporarily relocated to other premises.* | | |
| Temporary Address<br>*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<br>*This date can change* | |

| | | |
|---|---|---|
| Anticipated date of move back to original premises<br>*This date can change* | | |
| Contact Person during relocation<br>*If different from the service provider contact person* | Name | |
| | Phone Number | ☐ Tick if the phone number can be included in online directories. |
| | Mobile Number | ☐ 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 ☐ | Sessional ☐ | All Day ☐ | Sessional ☐ | All Day ☐ | Sessional ☐ | All Day ☐ | Sessional ☐ | All Day ☐ | Sessional ☐ | All Day ☐ | Sessional ☐ | All Day ☐ | Sessional ☐ |
| **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 | | | | | | | | | | | | | | |

## 5. Declaration

☐ On behalf of the service provider, I am applying under the *Education (Early Childhood Services) Regulations 2008* for the service to be granted a temporary relocation licence as per the details as identified on this application.

| | | |
|---|---|---|
| Full name of Applicant or Service Provider Contact | First Name | Middle Names |
| | Family Name | |
| | Position | |
| Signature | X | |
| Date | ( ) (DAY/MONTH/YEAR) | |

## 6. Documentation Checklist

To assist you in preparing your application, the following checklist shows the documentation that is usually required to be forwarded to your local office of the Ministry of Education before your application can be considered. Regulation numbers refer to the *Education (Early Childhood Services) Regulations 2008* unless otherwise noted.

Please contact your local Ministry of Education office to confirm the documentation you need to provide with your application.

**Building consents and diagrams**

1) ☐ Evidence that the premises comply with the *Resource Management Act 1991* in respect of their use as a centre. Reg. 9 (1) (d) *For more information, please see Note 1 in Section 7 of this form.*

2) ☐ Evidence that the building complies with the *Building Act 2004* in respect of its use as an ECE centre. Reg. 9 (1) (e) *For more information, please see Note 2 in Section 7 of this form.*

3) ☐ A floor plan of buildings showing metric measurements and uses of each area. Reg. 9 (1) (a)

4) ☐ A site plan of the entire premises showing metric measurements and uses of each area. Reg. 9 (1)(a)

**Plans, policies and procedures - please provide copies of the following:**

5) ☐ Operative Evacuation Scheme for public safety, approved by Fire and emergency NZ. Reg. 9 (1) (c)

## 7. Information to Assist Applicants

### Note 1: Evidence of compliance with the *Resource Management Act 1991*

If the building where the service is proposing to operate from has been granted a licence to operate an early learning service previously note:

- If they began operating before 1991, evidence of compliance with the *Resource Management Act* will consist of a letter from the Territorial Authority stating that the ECE centre has existing use rights under the Act.
- If they began operating after 1991, evidence of compliance with the *Resource Management Act* will consist o a copy of the centre's resource consent with any attached conditions.

An existing building that has not be granted a licence to operate an early learning service may also require a resource consent.

### Note 2: Evidence of compliance with the *Building Act 2004*

In the case of a newly-built (or recently renovated/converted) premises, evidence of compliance with the *Building Act 2004* generally consists of:

a) a code compliance certificate (issued under section 95 of the Act),
b) a compliance schedule (issued under section 100 of the Act), if the premises require it.

If your premises also requires an annual building warrant of fitness (issued under section 108 of the Act), you do not need to send in a copy of this document – it will be sighted during the licensing assessment visit.

Note that in particular circumstances, a Certificate for Public Use (issued under section 363A of the Act) or a Certificate of Acceptance (issued under section 96 of the Act) may also be considered evidence of compliance. Contact your local Ministry of Education for further details.

In the case of premises built prior to 1992 that have not undergone any building work or alterations, evidence of compliance with the *Building Act 2004* can be established by providing evidence of the age of the building.

Contact your local Ministry of Education for further details.

### Note 3: Premises and facilities requirements

A temporary relocation licence may only be granted if the new premises comply with the premises and facilities standard set out in regulation 45 of the *Education (Early Childhood Services) Regulations 2008* or do not comply with that standard but are likely to comply with any condition imposed. Regulation 18(1)(b) Premises and Facilities will be assessed against the associated licensing criteria.

Please refer to *Premises and facilities - Ministry of Education* for further information regarding the premises and facilities criteria.