



(OFFICE ONLY) DATE RECEIVED

**Before completing this form, contact your local Ministry office so we can explain what the application process involves.**

This application must be completed by someone involved in the governance of the proposed service.

This application will incur a non-refundable application fee of \$2,817.50 inclusive of GST.

## **Privacy Statement**

### **Purpose**

The purpose of this privacy statement is to inform you about the EC/1 application to become a hospital-based service 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 Details - Information provided in this section may be included in online Ministry of Education directories.

Please provide details of the legal status, address and contact information for the service provider.

#### Service Provider

*This is the name of the body, agency, or person who or that provides that education or care.*

#### New Zealand Business Number (NZBN)

*The Companies Office administers the NZBN register which is responsible for the allocation of the NZBN for New Zealand businesses.*

9	4																		
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*If you do not have a NZBN please enter **N/A**, or  
If you are not sure if you have a NZBN look it up using your organisation's name at [www.nzbn.govt.nz](http://www.nzbn.govt.nz) or  
If you do not know your NZBN please enter **'?**'  
**Note that if your organisation is an** incorporated society, a trust board or a company then you will likely have a NZBN.*

#### Ownership Type

*Tick one only*

Crown Entity

Other - Please Specify:

#### Service Provider Address

*These addresses relate to the service provider and may be different from the service's addresses.*

#### Street Address

Suburb / District	
Town / City	Postcode
Phone Number	
Email	
Website	

*If different from Street Address*

<b>Postal Address</b>	
Suburb / District	
Town / City	Postcode
Special Delivery Instructions	

## 2. Applicant Details

*A person must be listed for the purposes of this application. This person must be acting on behalf of the service provider and is the person who must complete the Statutory Declaration in Section 6.*

*Note: Applicant details are not included in online directories.*

First Name	
Middle Name(s)	Family Name
Phone Number	
Mobile Number	
Email	

## 3. Funding Details

### Funding Contact Details

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

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

First Name	
Middle Name(s)	Family Name
Phone Number	
Mobile Number	
Email	

The emergency contact person is an important link between your Early Childhood Education (ECE) 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 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

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

First Name	
Family Name	
Phone Number	Mobile Number
Email	

- Or select
- Same as Applicant
  - Same as Funding Contact
  - Same as local Service Provider Contact Person

## 5. Hospital-based ECE Service Details

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

These are details of the hospital-based service for which the application is being made. If these details are the same as the service provider details in Section 1, you may indicate this by ticking the appropriate box.

Hospital-based ECE Service Name

Hospital-based ECE Service Address

*These addresses relate to the hospital-based ECE service for which the licence is sought.*

Tick this box if the **Hospital-based ECE Service's Street Address** is the same as the Service Provider Street Address in Section 1.

**Street Address**

Suburb / District

Town / City	Postcode
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Phone Number

Website

Hospital-based ECE Service's Postal Address

*If different from Street Address*

Tick this box if the **Hospital-based ECE Service's Postal Address** is the same as the Service Provider Postal Address in Section 1.

**Postal Address**

Suburb / District	
Town / City	Postcode
Special Delivery Instructions	

## 6. Service Provider Contact Person Details

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

### Local Service Provider Contact Person Details

*This is the person nominated by the Service Provider to represent it and whose name will appear on the Certificate of Licence. Please see section 8, Note 1, for more information about the service provider contact person requirements.*

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

First Name	
Middle Name(s)	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.

## 7. Operating Details

The operating details provided below will inform the conditions under which the hospital-based ECE service will be authorised to operate, and which will be listed on the Certificate of Licence.

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<i>Tick only one per day</i> →	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>	All Day <input type="radio"/>	Sessional <input type="radio"/>
<b>All-day or Session 1</b>	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Times														
Max # child places														
Max # child places aged <b>under</b> two years														

<b>Session 2</b>	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Times														
Max # child places														
Max # child places aged <b>under</b> two years														

## 8. Confirmation of Curriculum Framework Pathway

Please identify the curriculum framework pathway chosen by the service. For more information, please visit [Te Whāriki Online \(education.govt.nz\)](http://www.education.govt.nz).

Curriculum framework pathway

<input type="radio"/>	Te Ara Māori	<input type="radio"/>	Te Ara Whānui
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## 9. Statutory Declaration by Service Provider

- This statutory declaration must be completed and signed by the applicant identified in Section 1 in front of the authorised person under Section 9 of the *Oaths and Declarations Act 1957*.
- Service providers that own or operate more than one service may wish to photocopy this part of the form once completed. Please note that the statutory declaration should be no older than 3 months if you intend to use it for subsequent licence applications.

**For more information about the statutory declaration, please see Section 8, Note 2 of this form.** This also tells you what you must do if any circumstance arises which might make this statutory declaration incorrect.

### STATUTORY DECLARATION

TO ACCOMPANY APPLICATIONS FOR LICENCES TO OPERATE HOSPITAL-BASED SERVICES  
(First Schedule, Oaths and Declarations Act 1957)

I \_\_\_\_\_ of \_\_\_\_\_  
(Insert full name of person completing application) (Insert place of abode)

\_\_\_\_\_  
(Insert occupation)

Note: To complete this declaration – you must tick one of the options have/do not have

#### I SOLEMNLY AND SINCERELY DECLARE THAT:

I am a [director/controller/officer] of \_\_\_\_\_ [entity], which is applying for a  
probationary licence for an early childhood service. I have full authority to make this declaration on  
\_\_\_\_\_ [entity]'s behalf.

To the best of my knowledge, I, and each person who is involved in the governance of the proposed service.

<b>a</b>	<input type="radio"/> have <input type="radio"/> do not have	any previous conviction for any offence
<b>b</b>	<input type="radio"/> have <input type="radio"/> do not have	any involvement in, or association with, an organisation that has been convicted of an offence
<b>c</b>	<input type="radio"/> have <input type="radio"/> do not have	any history of health conditions that may affect the individual's ability to comply with the <i>Education and Training Act 2020</i> (the Act), the <i>Education (Early Childhood Services) Regulations 2008</i> , and any regulations made under section 636 of the Act
<b>d</b>	<input type="radio"/> have <input type="radio"/> do not have	any property order or personal order under the <i>Protection of Personal and Property Rights Act 1988</i> to which the person is, or has been, subject
<b>e</b>	<input type="radio"/> have <input type="radio"/> do not have	any sum of money owed, or previously owed, to the Crown, including in respect of bodies that the individual has been involved in managing

<b>f</b>	<input type="radio"/> have <input type="radio"/> do not have	any adjudication of bankruptcy under the <i>Insolvency Act 2006</i> or the <i>Insolvency Act 1967</i>
<b>g</b>	<input type="radio"/> have <input type="radio"/> do not have	any prohibition on being a director or promoter of, or being concerned or taking part in the management of,— (i) a company under the <i>Companies Act 1993</i> ; or (ii) any other body corporate
<b>h</b>	<input type="radio"/> have <input type="radio"/> do not have	any current or previous role as a governing member of an entity or organisation that became insolvent, including being placed in liquidation, receivership, or voluntary administration
<b>i</b>	<input type="radio"/> have <input type="radio"/> do not have	any prohibition against acting as an employer or an officer of an employer under the <i>Employment Relations Act 2000</i> to which the individual is, or has been, subject
<b>j</b>	<input type="radio"/> have <input type="radio"/> do not have	any previous involvement in an early childhood service in respect of which— (i) an application for a licence was refused; or (ii) a licence was suspended or cancelled
<b>k</b>	<input type="radio"/> have <input type="radio"/> do not have	previous registration with the Teaching Council of Aotearoa New Zealand, and that registration was cancelled for any reason.

I understand that:

1. This information is required for the purpose of enabling the Ministry of Education to determine whether members of the service provider, including the applicant, are suitable to be involved in the governance of the proposed service.
2. This information is required pursuant to regulations 6(3)(b) of the Education (Early Childhood Services) Regulations 2008.
3. I must complete this application on behalf of myself and each person to be involved in the governance of the proposed service. See Section 8, Note 2 for clarification.
4. It is an offence under Section 111 of the Crimes Act 1961 to make a false declaration where that declaration would amount to perjury if made on oath in a judicial proceeding.
5. Where I have answered in the affirmative to any statement above, I have attached all the relevant details in relation to the matter.

**Note: Do not complete the following section until you are in front of the authorised person witnessing your declaration. After the declaration is made and signed, there must not be any alterations. (Refer to Section 11, Note 2)**

I make this solemn declaration conscientiously believing the same to be true and by virtue of the *Oaths and Declarations Act 1957*.

**Your signature** \_\_\_\_\_

**Declared at** \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.  
(Place, for example, town or city) (insert day, e.g. 21<sup>st</sup>) (insert month and year)

**Before** \_\_\_\_\_ **(Signature of person taking declaration)**  
(Justice of the Peace or other person authorised to take a Statutory Declaration)

\_\_\_\_\_ (Full name of person taking declaration)

\_\_\_\_\_ (Capacity, e.g. Barrister, Justice of the Peace)

**Service Provider** means in relation to a hospital-based education and care service, the body, agency, or person who provides that education or care.

## 10. Documentation Checklist

The following documentation (except the RS3 form) is required to be forwarded to your regional 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. [More information is available here - Laws and regulations for early learning services - Ministry of Education](#)

### General requirements

- 1)  A list of names and roles of all persons to be involved in the governance of the service as set out in Regulation 6(3)(b).
- 2)  Copy of Police vet (less than 3 years old) for each individual involved in the governance of the service who is not a children's worker as set out in Regulation 8(a).

Note: A Notice of Network Approval which has not expired can be provided to satisfy this requirement. You must still provide a Police vet for any governance member not listed on the notice, or if any member has a conviction to declare.

A new Police vet may be required after assessment of this application in some cases (e.g. if the Ministry needs to further verify a declaration to be true).

- 3)  Certificate of Incorporation as a company, charitable trust or incorporated society if applicable.
- 4)  IRD notification of charitable tax status if applicable.
- 5)  Certified copies of recognised teaching qualifications and evidence of practising certificates for anyone counting towards the person responsible or qualification requirements as set out in Regulations 6(3)(a) and 44 and Schedule 1.  
<https://www.education.govt.nz/education-professionals/early-learning/people-and-employment/qualification-requirements-and-persons-responsible-role#qualification-and-person-responsible-requirements-for-different-service-types>
- 6)  A plan for supervision which clearly indicates how supervision in the ECE Activity Room will be managed during the service's hours of operation. Services are to provide evidence that adult: child ratios are maintained within the indoor/outdoor areas, over staff breaks and any periods of administration (non-contact) as set out in Regulations 6(3)(a), and 44.
- 7)  Copy of the current certificate issued to the hospital under the *Health and Disability Services (Safety) Act 2001* as set out in licensing criterion PF301.  
If the certificate denotes a certification period of less than 3 years, a copy of the Corrective Action Plan from the hospital's Audit Report.
- 8)  Evidence that the service provider **contact person** resides locally e.g. copy of a utility bill, tenancy agreement as set out in Regulation 3 (See Section 8, Note 1).

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

- 9)  Copy of the service provider’s procedure to safety check all children’s workers who have access to children in accordance with the Children’s Act 2014. Also provide copies of completed safety checking records and results for all children’s workers as set out in licensing criterion GMA306.
- 10)  Copy of the service provider’s procedure to obtain a Police vet and conduct a risk assessment of information returned in the vet for:
- non-teaching and unregistered employees (who are not children’s workers) before the person begins work at the service; and
  - contractors and their employees (who are not children’s workers) before the person has, or is likely to have unsupervised access to children.
- The procedure must also ensure a further police vet is gained and a risk assessment is undertaken every three years as set out in Schedule 4 of the Education and Training Act 2020. *Risk assessment guidelines:* <https://www.education.govt.nz/education-professionals/early-learning/health-and-safety/risk-assessments-after-police-vet-early-learning-services>
- 11)  A written child protection policy and procedure that meets the requirements of the Children’s Act 2014. The policy and procedure contain provisions for the identification and reporting of child abuse and neglect, information about how the service will keep children safe from abuse and neglect, and how the service will respond to suspected child abuse and neglect. As set out licensing criterion HS312
- 12)  A process for providing positive guidance to encourage social competence in children as set out in licensing criterion C310.
- 13)  A process for providing regular opportunities (formal and informal) for parents engage in their child’s learning as set out in licensing criterion C312.
- 14)  Written or digital information letting parents and whānau know how to access information as set out in licensing criteria GMA302.

**Building diagrams**

- 15)  A site map showing the size, dimensions and relative position of the ECE Activity Room to the wards of the children participating in the ECE service as set out in Regulation 6(3)(a) and 20A. *See Section 8, Note 3 for more information.*

**Fees and Funding Forms**

- 16)  Evidence that the application fee of \$2,817.50, inclusive of GST, has been paid. Payment to Westpac Bank account number: 030049 0004125 00. Please use your service proposed service’s provider name and the name of your local Ministry as a reference.
- 17)  A completed RS3 funding form. *This is not a required document at the time of the EC1 application but recommended. It can be submitted later but **must be received before Government funding can be accessed.***

To be completed by Ministry of Education officers only		
Date	<input type="radio"/> Complete	<input type="radio"/> Incomplete
Service Provider Details		
Service Provider Number (ECA number)	Licence number	
Effective Date <i>(This is the day service will open)</i>	<input type="radio"/> Granted	<input type="radio"/> Declined

## 11. 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;
- be the contact person in the event of an emergency;
- 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 or work 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.

### Note 2: Completing Section 6 (Statutory Declaration)

#### Who can I get to sign my statutory declaration?

- Section 9 of the Oaths and Declarations Act 1957 lists those who are authorised to take a statutory declaration.
- You will need to sign the statutory declaration **in front of the authorised person** you have chosen. Please be aware that after the declaration is made and signed, there must not be any alterations.
- It is your responsibility to ensure that the person you select is authorised to witness your declaration.
- You should check that the person notes on the form, with their signature, their full name and the capacity under which they are signing the declaration, e.g. Justice of the Peace, barrister of the High Court.

#### Who does the statutory declaration have to cover?

When the governance of the service is made up of a group of people, the statutory declaration needs to cover the officers of the organisation that has identified itself as the service provider. In most cases, the deed of incorporation for the legal entity will determine this. The following table outlines the most common scenarios for service providers.

If the service provider is...	Then the statutory declaration should cover ...
An incorporated society	the office holders (such as Secretary, Treasurer and President)
A trust board	the board members
A company	the company director(s)
An individual person (whether registered as a legal entity or not)	only that person
An unincorporated body	the people that identify themselves as being part of the governing body

#### Is there any other matter that needs to be declared to the Director of Regulation?

Regulation 7 of the Education (Early Childhood Services) Regulations 2008 enables the Director of Regulation to require a statutory declaration for any other matter considered relevant. As per this regulation, the Director of Regulation requires the applicant and those involved in the governance of the service to declare whether any governance members were previously registered with the Teaching Council of Aotearoa New Zealand, and that registration was cancelled for any reason.

#### How do I get the information I need from the people covered by the statutory declaration?

As the person signing the statutory declaration, you must satisfy yourself that the information supplied is correct. How you collect this information from the other people covered by the statutory declaration is up to you and your organisation. There is a range of ways that this might be done, including:

Information gathered through your recruitment or election processes	Personal knowledge of the person
Verbal assurances	Written attestation

Seeking Police vets in relation to past convictions

Individual statutory declarations from each person covered (so that the statutory declaration to the Ministry of Education becomes a composite of individual declarations to the applicant)

### **How do I decide how to respond to the statements on the statutory declaration?**

- You must tick one of the options at the beginning of each statement.
- If the service provider is a group of people and an affirmative answer applies to one or more people you must answer in the affirmative on the statutory declaration.
- Most of the statements are relatively straightforward – people will know whether or not they have any convictions, adjudications of bankruptcy etc.
- The main exception will be statement (c) regarding health conditions. It is important to be clear about the difference between (1) a mental/physical condition that might prevent people from managing their role in complying with the conditions of a licence or obligations under the regulations and (2) any other condition that would not have this kind of impact. Relevant factors to consider might include, for example, health problems that require frequent hospitalisation or sick leave, or that might render a person unconscious or quickly incapacitated. Frequency and severity of those conditions might also be relevant.

### **What will the Ministry of Education do if I answer in the affirmative (i.e. 'have') to any of the statements on the statutory declaration?**

If you answer in the affirmative for any statements, you must attach all relevant information in relation to the matter. Answering in the affirmative to any statement does not automatically exclude the service provider from being deemed fit and proper to hold a licence. Given the range of unique circumstances that may be identified, all decisions about whether or not to grant a licence are made on a case-by-case basis.

### **What do I need to do if something changes – new people become part of the service provider, or people's circumstances change that make the statutory declaration incorrect?**

Regulation 35 of the Education (Early Childhood Services) Regulations 2008 requires that a service provider must notify the Ministry of Education as soon as practicable if any of the circumstances under (a) to (k) on the statutory declaration form have changed for any person who is covered by the statutory declaration.

You do not need to notify the Ministry of Education every time someone new becomes part of the service provider UNLESS that person's circumstances make the information you have provided on the statutory declaration incorrect.

The Ministry of Education will then review the new information and decide whether the service provider continues to be fit and proper to hold a licence.

**Important:** Please note that if you intend to use the statutory declaration in subsequent licence applications for other services you may own or operate, the statutory declaration **should be no older than 3 months** in order to be accepted.

## **Note 3: Site Plan and Premises Definition**

### **Site Plan**

To aid the assessment of your application please note any defined activity space where appropriate (i.e. where your service has designated areas/spaces for the use of children of a specific age and/or number of children).

### **Premises Definition**

In order to be granted one licence the premises must –

- be situated on a single site; and
- be for the exclusive use of the centre or hospital-based education and care service.

If the premises comprise of 2 or more components –

- each component must be immediately adjacent and connected to at least one other component; and
- children must have safe access to each component.

In this regulation –

- component means any land or building that forms the part of the premises.

premises means the premises from which the centre will operate, or from which the hospital-based education and care service will be provided.