



What forms do I need to lodge when...?

Q1 A person joins the management of our licensee organisation

A1 The person must complete:

- personal information form (CSPI 1)
- working with children check- applicant declaration and consent (CSDF 3)

Q2 A person leaves the management of our licensee organisation

A2 The licensee must complete:

- notification of person ceasing to be in control or management of children's service licensee (CSNCC 1)

Q3 I want to increase the maximum numbers at my centre based service

A3 You must complete:

- application for variation of children's service approval (CSVAR 01) and
- statement of premises compliance (CSCS 1) or statement of premises non-compliance (CSCS 2) and
- notice of proposed changes to premises (CSNCP 1) (only required if premises being altered to accommodate increased number)

Q4 I want to become an approved authorised supervisor

A4 You must complete:

- authorised supervisor approval application (CSAS 01)
- working with children check - applicant declaration and consent (CSDF 3)

Q5 I want to start working as an authorised supervisor at a particular service

A5 If you have a supervisor approval number you and the licensee of the service must complete must complete:

- a notice of appointment of authorised supervisor (CSNAS 1)

If you do not have a supervisor approval number see Q4.

Q6 I want to appoint a new authorised supervisor* for my service

A6 You and the new supervisor must complete:

- notice of appointment of supervisor (CSNAS 1)

If the new supervisor is replacing someone you must also complete:

- notice of cessation of supervisor (CSNAS 2)

* You can only appoint a person who already has a supervisor approval. See Q4 & Q5.

Q7 I have not provided a service ever (or at least since before 31 Dec 2010) and would like to do so now**

A7 If the service will be home-based care see Q8. In other cases, you must complete:

- service provider licence application by an individual (CSLA 1) (if provider an individual)
- service provider licence application by an organisation (CSLA 2) (if provider an organisation)
- personal information form (CSPI 1) (individual provider/each individual involved in management of organisation provider to complete)
- working with children check - applicant declaration and consent (CSDF 3) (individual provider/each individual involved in management of organisation provider to complete)

** You can only provide an approved service. See Q9 & Q10.

Q8 I have not provided a service ever (or at least since before 31 Dec 2010) and would like to start providing home-based care

A8 You must complete:

- application for approval to provide a home-based children's service (CSLA 3)
- personal information form (CSPI 1)
- working with children check - applicant declaration and consent (CSDF 3)

Q9 I am setting up a brand new centre based/mobile/family day care service

A9 You must have a provider licence*** and have an approved authorised supervisor ready to be appointed for the service and complete:

for a centre-based service

- children's service approval application (CSAA 1)
- statement of premises compliance with Part 3 (CSCS 1) or statement of premises non-compliance with Part 3 (CSCS 2)

for a mobile service

- children's service approval application (CSAA 1)
- venue information for mobile children's service (CSVI 1)
- statement of venue non-compliance and venue management plan (CSCS 3)

for a family day care service

- children's service approval application (CSAA 1)

** If you don't have a provider licence you can apply for one at the same time as you apply for the service approval. See Q7.

Q10 I want to buy an existing service

A10 If you operated a service with a licence in force on 31 December 2010 you will automatically hold a provider licence. If you did not, then you must apply for a provider licence. See Q7.

At least 6 weeks before the service is due to be transferred to you, both you and the licensee who currently operates the service must complete:

- notice of intended transfer of children's service (CSNIT)

Within one week after the transfer takes effect, you and the licensee who currently operates the service must complete:

- notice of transfer of children's service (CSNT)

If the transfer will also involve a change in the authorised supervisor see Q6.

Q11 I want to sell my service

A11 At least 6 weeks before the service is due to be transferred to the incoming licensee, both you and the incoming licensee must complete:

- notice of intended transfer of children's service (CSNIT)

Within one week after the transfer takes effect, you and the incoming licensee must complete:

- notice of transfer of children's service (CSNT)

Q12 I am currently the licensee of a service and I want to open a brand new one

A12 You will already have a provider licence but will have to apply for a service approval for the new service – see Q9.

TIPS

1. All forms are on www.humanservices.nsw.gov.au select 'Community Services' - click on the tab 'for agencies that work with us' then on the 'children's services' link and select 'licensing forms' from the list on the left of the page.
2. Ensure you use forms directly from our website as they are updated from time to time. Do not print forms and store them up for future use.
3. Only original applications and notices will be accepted, not faxed or emailed copies.