



Application for Family Day Care

Family Day Care Centres are licensed by the Child Care Services Board for the Department of Community Development. The Department of Community Development is located at 189 Royal Street, East Perth and can be contacted on 9380-4959.

DEFINITIONS

The *Community Services (Child Care) Regulations 1988* defines 'Family Day Care' as follows:

“A child care service provided to a child in a private dwelling in a family or domestic environment.”

The number of children being cared for is limited to the maximum numbers prescribed by the Child Care Services Board. (Four (4) children under the age of 5 years plus one (1) child attending pre-school and two (2) children of school age).

APPLICATION

If you wish to conduct a Family Day Care Centre from your home you will need to obtain the consent of the Council in the form of a Planning Approval.

Each planning application is assessed on its individual merits. Consideration is given to the health and safety of the children, and also the possible impacts that the business may have upon the amenity of the surrounding area. Issues such as vehicular movements, car parking and noise are important amenity considerations.

Family Day Care Centres are a 'Use Not Listed' under the Shire's Town Planning Schemes. This means that the application must be advertised for a period of 21 days in order to give the public an opportunity to make a written comment on a Proposal. Advertising of the Proposal will take place in one or more of the following ways:

- A sign may be placed on the land;
- An advertisement may be placed in the local newspaper; or
- All adjoining landowners, likely to be affected by the proposed use, are given notice of the proposed use in writing.

Notification of approval or refusal of your application will be made known to you after it has been considered by Council or a Delegated Officer.

To provide Council with adequate information to properly assess your planning application, the following forms are required to be completed by the applicant:

1. **Family Day Care Questionnaire** (Please provide answers to all of the questions contained on this form);
2. **Application for Council Planning Consent to Commence Development:** This must also be accompanied by the appropriate fee which, following adoption by Council for 2007/2008 is \$235.00. Where advertising is required the fee is \$300.00.

ANSWER ALL QUESTIONS

If some questions are not completed then this may delay assessment of your application. If you have any queries about any of the questions please contact Council's Planning Department on 97805 270.

PROVIDE A PLAN

You will also need to provide four (2) copies of a site plan of your property and four (2) copies of a floor plan of the house indicating which areas will be used for the Family Day Care. Please also indicate on the site plan the off-street car parking to be made available for the exclusive use of the Family Day Care Centre. Parking for the proposed Family Day Care Centre is required in addition to the 2 on site parking spaces required for the residential use of the subject dwelling. Please remember to put clear dimensions on the plan showing the size of the area to be used.

FAMILY DAY CARE QUESTIONNAIRE

Please make sure that you have attached and completed the Application for Council Planning Consent to Commence Development.

Registered Name of the Business (if applicable) _____

How many children do you intend to have attend the Family Day Care? _____

What is the age range of the children that will be cared for at the proposed Family Day Care? _____

Reason for wanting to operate the proposed Family Day Care _____

Do you intend to employ people to assist you in the conduct of your Family Day Care? Yes / No _____

If yes, how many? _____

Will all employees normally reside at this address? _____

What area will be used for the Family Day Care: _____ metres x _____ metres

How many cars are expected to visit the property each day? _____

How many additional on site car parking spaces will be provided for this business? _____

What are the proposed operating hours and days of the Family Day Care? _____

Do you intend to erect a sign at the front of your property advertising your Family Day Care Centre? _____

(Note: Approval is required for any proposed advertising signage. Signage may be included as part of the Family Day Care Application. Details of any proposed signage must be provided to Council, including proposed wording, location and dimensions (note signage will be limited to an area 0.2m²).

Signature of Applicant: _____ Date: _____

Office Use Only	File Ref:	Application No.
-----------------	-----------	-----------------