



Application to Amend a Home-Based Early Childhood Service's Details

Education (Early Childhood Services) Regulations 2008

Form: EC8-HB

(Office use 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 Education Review Office (ERO) 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 ERO will collect, store, use and share your personal information.

Why are we collecting your personal information?

ERO collects the information in this application to assess licence applications and carry out its regulatory functions under the Education and Training Act 2020 and associated regulations. ERO may use the information to make licensing decisions, monitor compliance, investigate complaints and incidents, and maintain regulatory records. ERO may verify information provided and may collect, use or disclose information where authorised or required by law. If you do not provide the requested information, ERO may be unable to process or determine your application. You have rights of access to and correction of your personal information under the Privacy Act 2020. Please refer to ERO's Privacy Notice at www.ero.govt.nz for further information.

1. Service Provider and Service Details –

Information provided in this section may be included in online ERO directories.

Applicant to complete this section.

If you are applying to merge two or more licences, include information for all services (names and numbers). Also clearly note which unique service number you wish to retain.

A person must be listed for the purposes of this application. This person must be from the service provider and is the person who must complete this application, including the Application Declaration in section 12.

Note: Applicant details are not included in online directories

Service Provider Name (printed on current licence certificate)

Service Name(s) (printed on current licence certificate)

Service Provider Number(s) (if known)

First Name

Middle Names

Family Name

Phone Number

Mobile Number

Email

2. Reason for Application

This section relates to the reason for the change.

Tick the box(es) that indicate the nature of the amendment applied for.

If you require more than one change, tick and complete all relevant sections. For example, if with the change of service provider contact person there is a change of operating

☐

Change of Service Provider Address or Contact Details
Complete sections 3, 7 and the Application Declaration in section 12.

☐

Change of Service Name/Address/Contact Details
Complete sections 4, 7 and the Application Declaration in section 12.

☐

Change of Service Provider Contact Person Complete sections 5, 7 and the Application Declaration in section 12.

conditions complete section 5,7 and 8 as well as the Application Declaration in section 12.

☐

Change of Funding Contact Person

Complete sections 6, 7 and the Application Declaration in section 12.

☐

Change of Emergency Contact Person

Complete sections 7 and the Application Declaration in section 12.

☐

Change of Operating Details

Complete sections 7, 8 and the Application Declaration in section 12.

☐

Confirmation or change of curriculum framework pathway

Complete section 9, and the Application Declaration in section 12.

☐

Confirmation or change of primary language

Complete section 10, and the Application Declaration in section 12.

Brief description of the events likely to affect the status of the licence.

Provide any additional information relevant to this application (e.g. building alterations; change in use or reorganisation of play/sleep space etc.)

Date for changes to be effective from

Effective date for changes cannot be before the form is received by the Education Review Office (ERO)

3. Change of Service Provider Address and/or Contact Details

Information provided in this section may be included in online ERO directories.

Where there are changes to the address and/or contact details for the owners of the service the relevant parts of this section must be completed. Leave this section blank if the service provider address and/or contact details have not changed.

Service Provider Address

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

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

Street Address

Suburb / District

Postcode

Phone Number

Mobile Number

Email

If different from Street Address	Website	
	Postal Address	
	Suburb / District	
	Town / City	Postcode
	Special Delivery Instructions	

4. Change in Service Name/Address/Contact Details

Information provided in this section may be included in online ERO directories.

Where there are changes to the service name, address, contact details or service type this section must be completed. Leave this section blank if these details have not changed.

Service Name		
Service Address <i>These addresses relate to the service for which the amendment to the licence is sought.</i> <i>Service Address</i> <i>These addresses relate to the service for which the amendment to the licence is sought.</i> <i>Note: Amendments to the address include when a service changes location. It does not include homes within a service.</i> <i>Note: ELI information will not be included in the online directories</i>	☐ Tick this box if the service's street address is the same as the service provider's street address in section 3.	
If different from Street Address	Street Address	
	Suburb / District	
	Town / City	Postcode
	Phone Number	Mobile Number
	Email	
	ELI Email	Website
	Postal Address	
	Suburb / District	Town / City

	Postcode	Special Delivery Instructions
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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	First Name	Middle Names
<i>This is the person nominated by the service provider to represent it and whose name will appear on the amended certificate of licence.</i> <i>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.</i> <i>Note: Service provider contact, name, email and phone number may be included in the online directories.</i>	Family Name	
	Address	
	Suburb / District	
	Town / City	Postcode
	Special Delivery Instructions	
	Phone Number	☐ Tick if the phone number can be included in online directories.
	Mobile Number	☐ Tick if the phone number can be included in online directories.
	Email	☐ Tick if the phone number 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	First Name	Middle Name
<i>This person will receive financial forms (e.g. RS7) from the Ministry of Education and be the contact for funding matters.</i> <i>Funding contacts need access to Pourato and Secure Data Portal to view early learning funding information. To review and request access, please complete the Early</i>	Family Name	
	Address	
	Suburb / District	
	Town / City	Postcode

Childhood Education (ECE) Pourato and Secure Data Portal User Request (ESL-39) form.

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

Special Delivery Instructions

Phone Number

Mobile Number

Email

7. Emergency Contact Person

The emergency contact person is an important link between your Early Childhood Education (ECE) service and the Ministry of Education Office during emergencies. In situations such as 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 of Education 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 of Education 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 [Te Whāriki Online \(education.govt.nz\)](https://www.education.govt.nz/whāriki-online/).

Curriculum framework pathway	☐	Te Ara Māori	☐	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.

☐	English	☐	Micronesian – not further defined
☐	Te Reo Māori	☐	Pukapukan: Pukapuka: Bukabuka
☐	Arabic/Egyptian	☐	Reo Tahiti – Tahiti
☐	Central Pacific – not elsewhere defined	☐	Solomon Aelan Pijin
☐	Chinese / Japanese	☐	Te ‘Gana Tuvalu – Tuvaluan
☐	Dorerin Naoero – Nauru	☐	Te Reo Māori Kūki Āirani
☐	Fäeag Rotuam – Rotuman	☐	Te Taetae ni Kiribati:Kiribati
☐	French	☐	Vagahau Niue - Niuean
☐	Gagana Sāmoa - Samoan	☐	Vanuatu Languages
☐	Gagana Tokelau - Tokelauan	☐	Vosa Vaka-Viti – Fijian
☐	Korean	☐	Other
☐	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 a Ministry of Education [EC15 form](#) ‘Application to receive Equity Funding for providing early childhood Education in language other than English’ to: resourcing@education.govt.nz

11. He Pānui Kōhungahunga – the Early Learning Bulletin

ERO publishes a bulletin which is emailed to all service providers. The bulletin is the ERO'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 \(list-manage.com\)](http://list-manage.com)

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

Service Provider Contact Person Declarations

As the current service provider contact person, I confirm that I will no longer be the service provider contact person for this service.

Full Name of Current Service Provider Contact Person	First Name	Family Name
Signature		Date

As the new 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.

Full Name of new Service Provider Contact Person	First Name	Family Name
Signature		Date

13. Documentation Checklist

To assist you in preparing your application, the following checklist shows the documentation that may be required to be forwarded to an Education Review Office 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 for Laws and Regulations for early learning services on ERO's website. If you have any questions, contact ERO 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. <i>For more information, see section 14, note 1 of this form.</i> |
|---|--------------------------|---|

Change of Operating Conditions

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|---|--------------------------|--|
| 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 ERO 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 a Ministry of Education Office. Contact ERO at info@ero.govt.nz to discuss this further if you are unsure whether the contact person would meet this requirement.