

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

Education (Early Childhood Services) Regulations 2008

Form: EC8-CB

(Office use only) Date Received:

This application is to be used by centre-based early childhood services holding a licence under the Education (Early Childhood Services) Regulations 2008.

This application is to be completed by a person involved in the governance of the service if they wish to:

- a) make any alterations to the service that would affect the conditions of the licence; or
- b) make any changes to the operation of the service that would make any matter specified on the licence incorrect; or
- c) change service provider details; or
- d) change the service name or service details (including service type); or
- e) change the service provider contact person or their details; or
- f) change the funding contact person or their details; or
- g) change the emergency contact person or their details; or
- h) permanently move to new premises if the service is situated on land which has been acquired by the Crown under Part 2 of the Public Works Act 1981 or Part 5 of the Urban Development Act 2020.
- i) confirming or changing the service's curriculum framework pathway; or
- j) 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.

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 EC/1 application to Amend a Centre-Based Early Childhood Service's Details service 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. 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.

Applicant Contact Details

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

☐

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/Type
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.

☐

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.

	☐ Change in building structure, layout or use of premises Complete the Application Declaration in section 12 and supply the required documents listed in section 13.
	☐ Merge two or more licences into one licence Complete sections 7, 8, the Application Declaration in section 12 and supply the required documents listed in section 13.
	☐ Permanent relocation due to land acquisition by the Crown Complete sections 4, 7, 8, the Application Declaration in section 12 and supply the required documents listed in section 13.
	☐ 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. <i>Provide any additional information relevant to this application (e.g. building alterations; change in use or reorganisation of play/sleep space etc.)</i>	Date for changes to be effective from <i>Effective date for changes cannot be before the form is received by the Education Review Office (ERO)</i>

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

Information provided in this section may be included in online Education Review Office (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 <i>These addresses relate to the service provider and may be different from the service's address.</i>	Street Address	
	Suburb / District	Postcode
	Phone Number	Mobile Number

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

4. Change in Service Name/Address/Contact Details/Service Type

Information provided in this section may be included in online Education Review Office (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

These addresses relate to the service for which the amendment to the licence is sought.

Note: Amendments to the address may only relate to changes occurring to the details of the service's address – for example, corrections/changes to street name, postcode or numbering. Services may not change the location of the premises from which they are licensed to operate using an amendment application, except if their service is situated on land which has been acquired by the Crown under Part 2 of the Public Works Act 1981 or Part 5 of the Urban Development Act 2020.

☐ Tick this box if the **service's street address** is the same as the service provider's street address in section 3.

Street Address

Suburb / District

Town / City

Postcode

Phone Number

Mobile Number

Email

ELI Email

Website

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

Change of Service Type If applicable, tick one only <i>Note: <u>Māori Language Education and Care Services</u> Choose Puna Reo if language delivery is in te reo Māori 81-100% of the time, or Reo Education and Care if delivery is in te reo Māori 51-80% of the time.</i> <i><u>Pacific Language Education and Care Services</u> Choose Leo o Fanau Moana Immersion if language delivery is in one Pacific language 81-100% of the time or Leo o Fanau Moana Bilingual if delivery is in one Pacific language 51-80% of the time.</i> <u>Others</u> A service provider can apply to change the service type of a centre-based service if the operating requirements for that service type are met. The service will then be funded at the rate for that service type.	Select the service type you are applying to change to	
	☐	Education and care centre
	☐	Puna Reo
	☐	Reo Rua Education and Care
	☐	Leo o Fanau Moana Immersion
	☐	Leo o Fanau Moana Bilingual
	☐	Kindergarten (affiliated to a Kindergarten association)
	☐	Kōhanga reo (chartered to Te Kōhanga Reo National Trust Board)
All operating requirements must be met to receive the funding rate for the service type chosen. By completing this section, the applicant confirms they understand the change of service type may affect the service's funding rates. If the application is subsequently found to be incorrect and has resulted in any overpayments, this may need to be paid back to the Ministry of Education.		

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 <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>Please see section 14, note 1, for more information about the service</i>	First Name	Middle Names
	Family Name	
	Address	
	Suburb / District	

provider contact person requirements.

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

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

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

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 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.

First Name

Middle Name

Family Name

Address

Suburb / District

Town / City

Postcode

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 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 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 ER 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	
<i>Tick only one per day</i>	☐ Teacher Led ☐ Parent Led		☐ Teacher Led ☐ Parent Led		☐ Teacher Led ☐ Parent Led		☐ Teacher Led ☐ Parent Led		☐ Teacher Led ☐ Parent Led		☐ Teacher Led ☐ Parent Led		☐ Teacher Led ☐ Parent Led	
<i>Tick only one per day</i>	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
<i>Times</i>														
<i>Max # child places</i>														
<i>Max # child places aged under 2yrs</i>														
All-day or Session 2	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
<i>Times</i>														
<i>Max # child places</i>														
<i>Max # child places aged under 2yrs</i>														

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/whariki-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 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. I am applying under the Education (Early Childhood services) Regulations 2008 for a new centre-based licence.

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
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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 ERO 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 an Education Review Office 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 and/or Merge of Two or More Licences

- | | | |
|---|--------------------------|---|
| 2 | ☐ | Certified copies of recognised teaching qualifications and evidence of current practising certificates for all individuals counted toward the person responsible or qualification requirements as set out in Regulation 44 -Schedule 1 of the Regulations.
For Teacher-led services a certified copy of a current First Aid certificate is also required for the person responsible. |
| 3 | ☐ | A plan for supervision which clearly indicates how staff will be deployed so that children are supervised at all times. 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 Regulation 44 (1)(b) / Schedule 2. |
| 4 | ☐ | 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 GMA106. |
| 5 | ☐ | A completed RS2 funding form. Note: <i>This form only needs to be supplied where you are applying to merge two or more licences and to confirm one nominated bank account number.</i> |

Change in Building Structure, Layout or Use of Premises (including Merge of Two or More Licences and Permanent Relocation Due to Land Acquisition by the Crown)

- | | | |
|---|--------------------------|---|
| 6 | ☐ | Evidence that the premises comply with the Resource Management Act 1991 in respect of their use as a centre as set out in Regulation 9(1)(d). <i>For more information, see section 14, note 2 of this form.</i> |
| 7 | ☐ | Evidence that any building work undertaken complies with the Building Act 2004 as set out in Regulation 45 / PF102. <i>For more information, see section 14, note 3 of this form.</i> |
| 8 | ☐ | A floor plan of buildings showing metric measurements and uses of each area. <i>For more information, see section 14, note 4 of this form.</i> |
| 9 | ☐ | A site plan of the entire premises showing metric measurements and uses of each area. <i>For more information, see section 14, note 4 of this form.</i> |

10	☐	Operative evacuation scheme for public safety, approved by the Fire and Emergency NZ as set out in Regulation 46 / HS104.
11	☐	Only if permanently relocating to new premises, evidence that the land the existing premises are situated on has been acquired by the Crown under Part 2 of the Public Works Act 1981 or Part 5 of the Urban Development Act 2020 as set out in Regulation 33(7).
12	☐	Only if permanently relocating to new premises, a copy of a Health Report as set out in Regulation 9(2).

Notes

- *You do not have to resupply information that has not changed (unless requested).*
- *Where there are substantial changes to the building structure, layout, or use of the premises, we may also request a copy of a Health Report as set out in Regulation 55.*

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 the 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.

Note 2: Evidence of compliance with the Resource Management Act 1991

1. For a new centre, or a centre that began operating after 1991, evidence of compliance with the Resource Management Act will consist of a copy of the centre's resource consent with any attached conditions.
2. For a centre that 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. Contact an ERO office for further details.

Note 3: Evidence of compliance with the Building Act 2004

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

- a code compliance certificate (issued under section 95 of the Act),
- 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 Education Review Office for further details.

2. 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.

Note 4: Site Plan and Premises Definition

Site Plan

To aid the assessment of your application indicate 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.