



Australian Government

Department of Education, Employment  
and Workplace Relations

# Notification advice for approved child care services for the purposes of Child Care Benefit (CCB)

**Confidential when completed**

## Purpose

This notification advice form is to be used to advise the Department of Education, Employment and Workplace Relations (DEEWR) of any changes to details provided in the child care service's application for approval form.

Under *A New Tax System (Family Assistance) (Administration) Act 1999* and section 19 of the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000* an operator of a child care service is obliged to notify DEEWR of certain events affecting a service's eligibility for approval or continued approval (notifiable events).

Failure to comply with these obligations may result in a sanction being imposed on the service, which may include suspension or cancellation of the service's approval. A service may also incur civil penalties by not complying with these obligations. For details please refer to the Notifiable Events for Child Care Services Instruction Sheet on the DEEWR website:

**[www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices](http://www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices)**

This form is to be completed by the operator of the child care service or someone who has been authorised in **writing** to sign documentation on the operator's behalf.

## Notifiable events

Please complete this form if changes in the following areas have occurred in the operation of the child care service:

- change of operator's trading name, whether it be the applicant name or a business name – an example of an applicant trading under a business name would be Joan Smith trading as Mickey's Child Care
- change of bank account details
- change to personnel authorised to certify CCB documentation
- change of service contact details
- change to licensed places
- change to hours of operation.

Please contact your state/territory office if you are an **Outside School Hours Care** service seeking to notify the department of the following:

- relocation of existing service to a new venue
- notification of new components of care
- notification of changed number of places.

The notification advice, together with any supporting documentation, should be mailed to:

Child Care Benefit Approvals Team  
Department of Education, Employment and Workplace Relations  
GPO Box 9880  
In your CAPITAL CITY

(ACT notification advice should be returned to NSW Office)

## Telephone number for assistance

You can contact DEEWR offices in your capital city by calling **1300 363 079**. Calls from mobile phones are charged at mobile rates. Callers must identify which state or territory office of DEEWR they wish to speak with and need to ask for the CCB Approvals Team.

## Part 1 Service identification

### 1. Full legal name of service operator

(e.g. organisation or individual operating the child care service)


### 2. Name of child care service

### 3. Service type

### 4. CCMS user Id(s) of child care service

## Part 2 Notification of change(s)

### 5. Has the service operator's trading name changed?

No  **Go to question 6**

Yes  New trading name of the operator


Please attach a copy of the **Certificate of Registration of a Business Name** from the relevant state government department.

**Note:** If the **Certificate of Registration of a Business Name** does not contain the applicant's name, also attach a copy of the **Business Name Extract**.

This notice is for a change to the **business name only** and not for a change in the legal entity operating the service i.e. the ABN remains the same. If there is a change in legal entity a new application **must** be submitted.

### 6. Have you:

entered into a contract for the sale of premises where the child care service is conducted?

No  Yes

terminated the lease of the premises?

No  Yes

changed the address of the service given in the application for approval?

No  Yes

**You must provide written notice to the department at least 30 days before these events.**

**Please contact your state or territory DEEWR office to advise details.**

### 7. Have you ceased or do you intend to cease operating the service?

No

Yes  **You must give the department at least 30 days notice of your intention to cease operating. Failure to do so may result in a criminal offence or civil penalty.**

To notify DEEWR, you **must** use the *Notifying cessation of operation or transfer of ownership* form located at [www.deewr.gov.au/EarlyChildhood/Resources](http://www.deewr.gov.au/EarlyChildhood/Resources)

### 8. Has there been a change of person/organisation to undertake the day to day administration/management of the service?

No  **Go to question 9**

Yes  Name of person/organisation


Family name

Given name

Position

Daytime phone number

Fax number

Email address

**9. Has the service name changed?**

No  **Go to question 10**

Yes  New service name

For a licensed service, please attach a copy of the service's new licence showing the new name.

**10. Is there a change to the authorised personnel?**

No  **Go to question 11**

Yes  Please provide updated details of the person(s) in the applicant's organisation authorised to certify Child Care Benefit documentation, if they are different to the information provided in the application form.

Family name	<input style="width: 100%; height: 20px;" type="text"/>
Given name	<input style="width: 100%; height: 20px;" type="text"/>
Position	<input style="width: 100%; height: 20px;" type="text"/>
Daytime phone number	<input style="width: 100%; height: 20px;" type="text" value="(       )"/>
Fax number	<input style="width: 100%; height: 20px;" type="text" value="(       )"/>
Email address	<input style="width: 100%; height: 20px;" type="text"/>

Family name	<input style="width: 100%; height: 20px;" type="text"/>
Given name	<input style="width: 100%; height: 20px;" type="text"/>
Position	<input style="width: 100%; height: 20px;" type="text"/>
Daytime phone number	<input style="width: 100%; height: 20px;" type="text" value="(       )"/>
Fax number	<input style="width: 100%; height: 20px;" type="text" value="(       )"/>
Email address	<input style="width: 100%; height: 20px;" type="text"/>

*If more than 2 personnel changes please attach details on a separate sheet*

**11. Has there been a change to the bank account details for payment made under the Family Assistance Law to the child care service?**

No  **Go to question 12**

Yes  Institution name (i.e. bank, building society, credit union)

Institution name (i.e. bank, building society, credit union)	<input style="width: 100%; height: 20px;" type="text"/>
Branch where account is held	<input style="width: 100%; height: 20px;" type="text"/>
BSB number	<input style="width: 100%; height: 20px;" type="text" value=" _ _ _ _ _ _ _ "/>
Account number	<input style="width: 100%; height: 20px;" type="text"/>
Account name	<input style="width: 100%; height: 20px;" type="text"/>

**12. Does the service receive child care funding other than CCB through DEEWR?**

No  **Go to question 13**

Yes  Do the new bank account details apply to these payments?

No

Yes  Name of the funding program to which the new bank account details apply

**13. Has there been a change to the service contacts for general enquiries?**

No  **Go to question 14**

Yes  Provide updated details of person(s) from the service for general enquiries, if they are different to the information provided in the application form.

Family name	
Given name	
Position	
Daytime phone number	(       )
Fax number	(       )
Email address	

Family name	
Given name	
Position	
Daytime phone number	(       )
Fax number	(       )
Email address	

**14. Has there been a change to the number of new licensed places?**

No  **Go to question 15**

Yes  Number of new licensed places

If a licence is required to operate a service in your state/territory you **must** attach your new service licence.

**15. Has there been a change to the operational hours?**

**NOTE:** Long Day Care and Family Day Care services must operate a minimum of eight continuous hours on each normal working day it operates in order to continue to be approved.

If a licence is required to operate a service in your state/territory you **must** attach your new service licence.



No  **Go to question 16**

Yes  Please provide updated details of the hours of each operational day, if they are different to the information provided in the application form.

	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**16. I declare that:**

- the information given in this form is complete and correct
- the signatory or signatories listed here are authorised to act on behalf of the applicant and complete this form.

Name	
Position	
<b>Signature</b> 	Date / /
Name	
Position	
<b>Signature</b> 	Date / /