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**Notification of Structural Alteration to Premises or Property**

I,..... of .....

..... give notice of the following renovations / structural alterations /demolition to be carried out at my premises. The nature of the work will be as follows:

.....  
.....  
.....

**Education and Care Services National Regulations.**

**116 Assessments of family day care residences and approved family day care venues:**

- (3) The approved provider of a family day care service must require each family day care educator educating and caring for children at a residence or approved family day care venue as part of the service to advise the provider of –**
  - (a) Any proposed renovations to the residence or venue; and**
  - (b) Any changes relating to the residence or venue affecting any of the matters set out in subregulation (2); and**
  - (c) Any other changes to the residence or venue that will affect the education and care provided to children at the service.**

The effect on the children’s play areas will be:

Internal / inside: .....

.....  
.....  
.....  
.....

External / outside: .....

.....  
.....  
.....  
.....

(Draw diagram in the space above or attach a separate page.)

I propose to ensure the children have no access to these areas by:

.....  
.....  
.....  
.....

The work will commence on ...../...../..... and be completed by ...../...../.....

**Note:** The completion date must be provided and if it exceeds this date you may be required to close your service until structural alterations to your premises is completed. Please contact the Authorised Supervisor if you require to discuss this matter further.

**Policy:** Assessment of Family Day Care Residences and Approved Venues Policy.

- Inform the co-ordination unit in writing of any proposed renovations to the residence or venue (at least 4 weeks before).

Educator Signature:..... Date:...../...../.....

**OFFICE USE ONLY: AUTHORISED SUPERVISOR'S INITIAL** ..... **DATE:** .....

**c.c Educ via Co-Ord** ..... **Date:** .....