

# Child Care Premises and Family Day Care

**The City's Town Planning Scheme No. 4 (TPS No. 4) provides use classes for Child Care Premises and Family Day Care which requires a Development Application for a Change of Use.**

An application for change of use ensures that the City maintains sufficient controls to minimise the impacts of the child care premises and family day care on the amenity, form and function of neighbourhoods.

A child care premises is defined as "premises used for the daily or occasional care of children in accordance with the regulations for child care under the *Child Care Services Act 2007*, but does not include a Family Day Care."

Family day care is defined as "premises used to provide a child care service in a private dwelling in a family or domestic environment, within the meaning of the *Child Care Services Act 2007*."

## Application

An application for a Change of Use for Child Care Premises or Family Day Care has to include:

- A completed application form - Application for Development Approval signed by all land owners.
- A completed Development Application Checklist with accompanying documentation including:
  - A site plan showing:
    - Car parking spaces for both the occupants of the house/ employees, and parents/ guardians
    - All outdoor areas to be used by the children.
  - A floor plan of the premises showing:
    - All areas of the premises to be used for Child Care or Family Day Care including, bathrooms, kitchens, bedrooms etc.
- A letter explaining the details of the Child Care Premises or Family Day Care including:
  - Days and hours of operation
  - Maximum number of children to be cared for
  - An example daily routine, including approximate times for drop offs, pickups, outdoor play and quiet times.
- Dependant on scale, a Traffic Impact Assessment and Noise Attenuation Report may be required.
  - Refer to Local Planning Policy PLN 3.2 Child Care Premises and Family Day Care.
- A non-refundable application fee as per the Schedule of Fees and Charges.

Please note that additional information may be required.

## Child Care Premises and Family Day Care (Continued)

### Assessment Process

When an application is lodged, the City's Planning Services will assess the information provided by the applicant and give consideration to what effect the child care premises or family day care may have upon the general locality.

All applications for the operation of a child care premises or family day care will be the subject to public advertising in accordance with clause 64 of *Planning and Development (Local Planning Schemes) Regulations 2015*. Local residents will be given an opportunity to comment, for which a 14 day period is allowed for submissions to be received.

The City has a statutory time frame of 90 days in which to make a decision. Nevertheless, every endeavour is made to determine applications as quickly as possible.

### Health Requirements

Applications involving food preparation require additional approval from the City's Health Services. A separate application and fee will need to be submitted to the City's Health Services for consideration. The City's Health Services should be consulted in this regard on 9394 5000.

### Further information

For further information, refer to the Planning section of the City's website where the following information is available:

- Town Planning Scheme No. 4
- Local Planning Policies
- Information Sheets
- Schedule of Fees and Charges
- Application for Development Approval
- Development Application Checklist
- Planning Infringement Notice Information Sheet
- Planning and Development (Local Planning Schemes) Regulations 2015

Contact the City's Planning Services for further information.

It is the applicants sole responsibility to consult with all relevant authorities and obtain any other required approvals.

Other useful information in regards to Family Day Care requirements and Family Day Care Schemes can be found at [www.familydaycarewa.com.au](http://www.familydaycarewa.com.au)

*Please note the information contained within this brochure is intended as a guide only. It is recommended that advice and assistance from the City's Planning Services staff be sought prior to lodging a development application. The City of Armadale disclaims any liability for any damages sustained by a person acting on the basis of this information.*