

Do I need Development (Planning) Approval to run a Family Day Care?

Yes, Planning Approval is required to run a family day care from a residence, or any other building, in the Shire of Northam. A family day care is considered to be an 'additional use' to the primary use on that land, which is usually for residential purposes. Under the Shire of Northam's Local Planning Scheme No. 6 a family day care is:

"Family day care means premises used to provide family day care within the meaning of the Child Care Services Act, 2007."

Can I run a family day care from my property?

A family day care may be permitted on land zoned 'Residential', 'Mixed Use', 'Rural Residential', 'Rural Smallholding' and 'Rural'. Planning Approval will be subject to a number of factors including, but not limited to, advertising to adjoining neighbours.

What requirements do I need to meet in order to run a family day care from my house?

Family Day Care Australia is the national peak body for family day cares across Australia and is the regulatory authority governing family day care operations. You must meet all of the Family Day Care Australia requirements. These, and further information, can be accessed via the following link:

<http://www.familydaycare.com.au/index.php/main/Become%20an%20Educator#S592>



Are there any other Shire requirements?

It is important to make it clear in your application whether or not you will be providing food for the kids or if parents will be supplying food for their own child. If you are providing food, you will be required to apply for a Food Licence with the Health Department at the Shire.

A family day care may also have requirements under the Building Code of Australia. Where a family day care proposes to utilise more than 10% of the total house floor area, a building permit may be required to address requirements such as disabled access. It is important to shade in and calculate the areas of your house you propose to use for the family day care.

What do I need to include in my application?

Please ensure that you include the following when submitting your application.

- Completed Development Application Form;
- Payment of the application fee of \$295;
- Payment of the advertising fee of \$134;
- A Cover Letter that outlines your proposal and includes the following information:
 - a) the maximum number of kids (and their age) that will be in your care;
 - b) proposed opening hours;
 - c) your qualifications e.g. Police Clearance, registration with Great Beginnings Family Day Care, Working With Children Check etc; and
 - d) whether or not you will be providing food or if kids will bring their own food.
- A floor plan of the house/building that shows which room/s, plus any outdoor area, that will be used for the family day care (see next page); and
- A site plan of the property showing that there is adequate space for additional car parking (see next page).

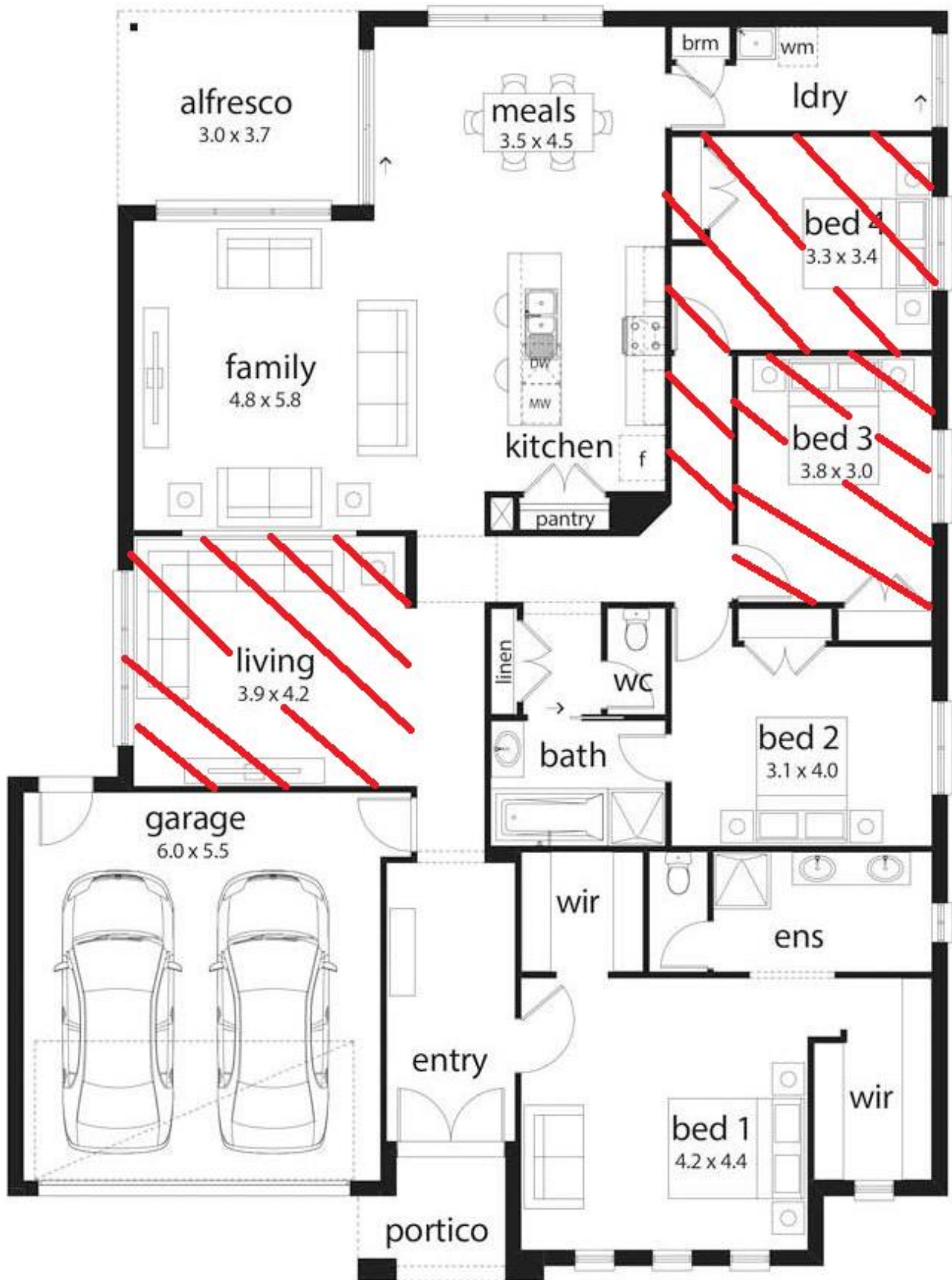
Where do I find more information?

Further information can be obtained from the Shire of Northam's Planning Services Department on 9622 6133 or 9622 6143 or via email at records@northam.wa.gov.au

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Planning Services Department be sought prior to lodgement of a Development Application. The Shire of Northam disclaims any liability for any damages sustained by a person acting on the basis of this information.

www.northam.wa.gov.au

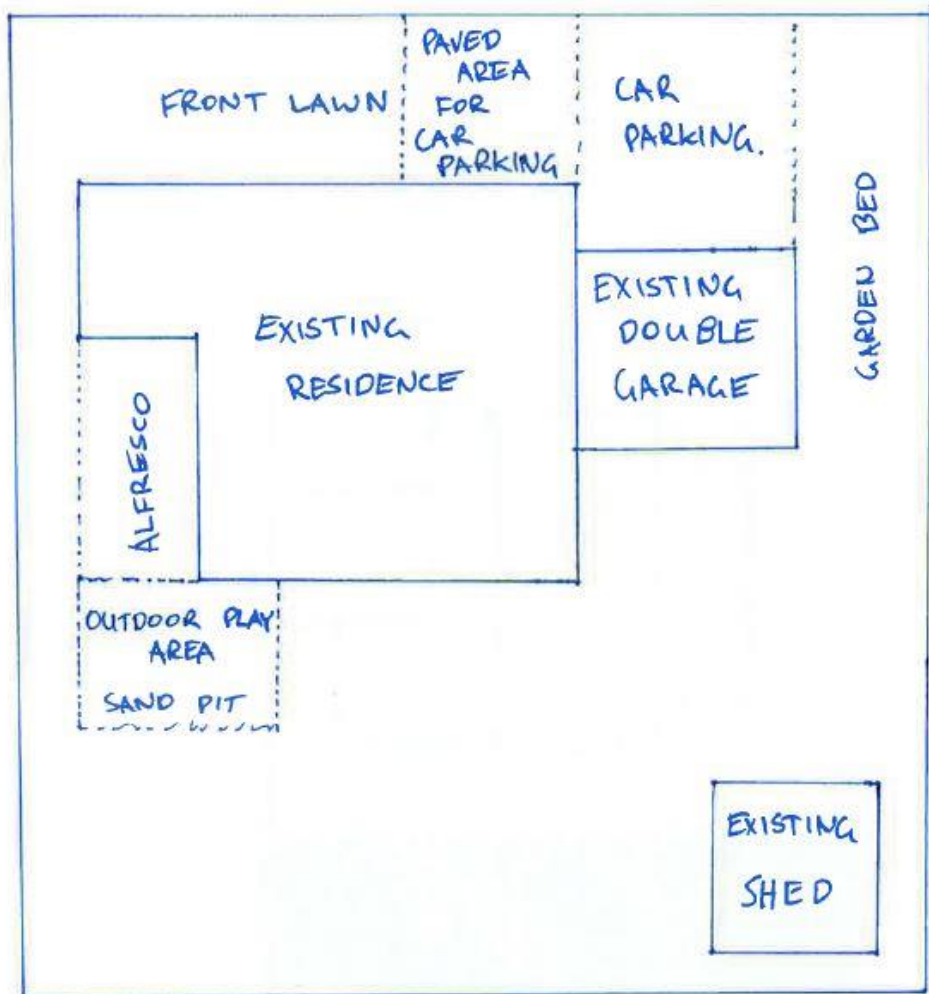
Example Floor Plan



Example Site Plan

SITE PLAN

Street Name



25 "Smith" Street, Suburb