

WHAT IS A FAMILY DAY CARE?

A **Family Day Care** is where a landowner or occupant wants to use their home to provide care for other children.

A Family Day Care can care for up to seven children, from birth to 13 years of age, including the caregiver's (also referred to as educator) own children. Only four of the children can be below pre-primary school age.

DO I NEED DEVELOPMENT APPROVAL?

Yes, Development Approval is required to establish a Family Day Care in the Shire of Broome.



HOW TO MAKE AN APPLICATION FOR DEVELOPMENT APPROVAL

Your application for development approval for a **Family Day Care** must include the following:

- A completed Shire of Broome Application for Planning Approval Form: (<http://www.broome.wa.gov.au/Building-Development/Planning/Planning-Forms-Fees>) signed by the landowners of the property.
- Payment of the application fee, which is \$295 if no building works are proposed.
- A Site Plan (to a scale of 1:200) of the property showing two bays for the dwelling, plus two drop-off/pick-up bays with a minimum size of 2.7m x 5.5m.
- A Floor Plan highlighting which rooms/areas will be used for the Family Day Care.

- A cover letter outlining:
 - proposed operating days/hours;
 - whether food will be provided;
 - drop-off and pick-up times;
 - demonstrating adequate availability of car parking; and
 - numbers of children to be cared for (and their ages).

DO YOU HAVE A SWIMMING POOL OR SPA ON YOUR PROPERTY?

This must be shown on the Site Plan.

You will need to ensure that you have relevant approvals for the pool and fencing under the Building Code of Australia and Health Local Laws. If the pool is to be available for use by children in care, you will also need approval for the 'public' use of the pool.

Further information and application forms are available from the following website:

<http://www.broome.wa.gov.au/Community-Information/Public-Health-Safety/Water-Quality>



Starting a:

FAMILY DAY CARE



WHAT HAPPENS WHEN YOU SUBMIT YOUR APPLICATION?

Once received, your application will be assigned to a Planning Officer who will assess your application. You will receive an acknowledgement letter which will include contact details for the Planning Officer handling your application.

Once the Planning Officer has reviewed your application and determined that sufficient information has been provided, the landowners who adjoin your property will be given 14 days to comment on your application. Once 14 day period has ended, the Shire will decide whether to approve or refuse your application.

You will be notified within 2-3 business days of the Shire's decision.

OTHER APPROVALS

Family Day Care providers must be registered as a Family Day Care Educator. This requires satisfactory completion of the registration and membership process through Family Day Care WA.

The Shire has no involvement in this process, however further details are available from the following website: <http://familydaycarewa.com.au/home/>

FURTHER INFORMATION

If you have any further questions or would like additional assistance in preparing your application, please contact Planning Services on (08) 9191 3456.

