**PLANS ASSESSMENT – Verification of approved spaces**

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| Service name |  |
| SE-number (if applicable) |  |
| School name |  |
| School / service address |  |
| Proposed / Approved maximum number |  |
| Reason for plans assessment | New service Notification  Amendment  Transfer |
| Notification or application number |  |
| Date of current plans |  |
| Date assessment of plans completed |  |

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| **Have the following been included with the plans assessment?** |

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|  | An accurate site plan or school map drawn to scale and labelled, which details the location of  all spaces to be included in the approval, including toilets. |
|  | Plans detailing the measurements of each space to be included in the approval, including those outside |
|  | Details of any encumbrances which have been excluded from the calculation of unencumbered space |
|  | Each approved space named in the right-to-occupy letter or Deed of Licence, matches the names  of those spaces identified on the plans and school map |

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| **Building Practitioner declaration** |

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| * Name |  |
| * Company |  |
| * Qualification |  |
| * Declaration | * I have reviewed the attached plans, and/or undertaken measurements of the spaces noted * within this document and declare the calculations below to be an accurate reflection of the unencumbered play space available at this service, as per Regulations 107 and 108 of the * *Education and Care Services National Regulations 2012.* |
| * Date: | * Click or tap to enter a date. |
| * Signature: |  |

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| * Proposed / Approved  Number of children | Total amount of unencumbered indoor space (Regulation 107 - 3.25sqm / child) | * Total amount of unencumbered outdoor  space (Regulation 108 - 7sqm / child) |
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**Breakdown of Indoor Areas Available:**

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| **Room name / number** | **Encumbrances**  **(built in storage & kitchenettes etc)** | **Measurements and total amount of unencumbered indoor space in square metres** | **Comment** |
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| **TOTAL AMOUNT of unencumbered INDOOR play space in square metres** |  |  |

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| **Indoor space (Regulation 107)** | **YES** | **NO** |
| Is there 3.25 square meters of unencumbered indoor space for each child? |  |  |
| In calculating the area of unencumbered indoor space, the following areas have been excluded: |  |  |
| * Passageways or thoroughfares |  |  |
| * Toilet and hygiene facilities |  |  |
| * Any area **permanently** set aside for storage |  |  |
| * Any area or room for staff or administration |  |  |
| * Any other space not suitable for children |  |  |
| * The area of a kitchen/canteen is to be excluded, unless it is primarily to be used by the children as part of the educational program |  |  |
| *Please note that a verandah area may only be included in the calculation of indoor space with the written approval of the Regulatory Authority.* |  |  |

**Breakdown of Outdoor Areas Available:**

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| **Name of**  **outdoor area** | **Encumbrances**  **(shed, storerooms)** | **Total amount of unencumbered outdoor space in square metres** | **Comment** |
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| **TOTAL AMOUNT of unencumbered OUTDOOR play space in square metres** |  |  |

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| **Outdoor space (Regulation 108)** | **YES** | **NO** |
| Is there 7 square meters of unencumbered outdoor space for each child? |  |  |
| In calculating the area of unencumbered indoor space, the following areas have been excluded: |  |  |
| * Pathways or thoroughfares, except where used by children as part of the education and care program. |  |  |
| * Any car parking area |  |  |
| * Any storage shed or other storage area |  |  |
| * Any other space not suitable for children |  |  |
| *Please note that a verandah area may only be included in the calculation of indoor space with the written approval of the Regulatory Authority.* |  |  |

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| **Office Use Only** |

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| Authorised Officer Name: | **YES** | **NO** |
| Do the plans attached and spaces noted within this plans assessment reflect actual spaces at the service? |  |  |
| Photos attached? |  |  |

**GUIDANCE FOR APPROVED PROVIDERS (AP)**

**Definition of a building practitioner**

A registered building practitioner is defined in the [Education and Care Services National Regulations 2012](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12946_homepage.html) (National Regulations) as:

(a)     a person who is registered as a building surveyor, building inspector or draftsperson under a law of a participating jurisdiction; or

(b)     a person who is registered as an architect under a law of a participating jurisdiction; or

(c)     a person who is licensed as a surveyor under a law of a participating jurisdiction; or

(d)     a person who is licensed or registered as a building certifier under a law of a participating jurisdiction; or

(e)     a person who is accredited under a law of a participating jurisdiction to design buildings that will be used to provide education and care services

**What to include:**

The AP needs to provide plans which:

* reflect the actual spaces to be included in the approval (inside and outside),
* highlight the location of each approved space and their location within the school.
* Show the entire premises including gate access, the location of toilets etc.

**Plan requirements:**

* Accurate, to-scale drawings that are labelled and include accurate unencumbered indoor and outdoor space measurements;
* A site plan or school map identifying the location of approved spaces within the school grounds, including the location of toilets being accessed by the service; and
* Written confirmation from a building practitioner confirming the amount of unencumbered indoor and outdoor play space available.

**GUIDANCE FOR BUILDING PRACTITIONERS**

Building practitioners are encouraged to review regulations 107 and 108 of the [Education and Care Services National Regulations 2012](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12946_homepage.html) (National Regulations) when determining what areas must be excluded when calculating the total amount of unencumbered indoor and outdoor play space available.

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| 107. Space requirements — indoor space (1) This regulation does not apply in respect of a family day care residence.  (2) The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 3·25 square metres of unencumbered indoor space.  Penalty: $2000.  (3) In calculating the area of unencumbered indoor space —  (a) the following areas are to be excluded —  (i) any passageway or thoroughfare (including door swings);  (ii) any toilet and hygiene facilities;  (iii) any nappy changing area or area for preparing bottles;  (iv) any area permanently set aside for the use or storage of cots;  (v) any area permanently set aside for storage;  (vi) any area or room for staff or administration;  (vii) any other space that is not suitable for children;  (b) the area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an educational program provided by the service.  (4) The area of a verandah may be included in calculating the area of indoor space only with the written approval of the Regulatory Authority.  (5) A verandah that is included in calculating the area of outdoor space cannot be included in calculating the area of indoor space.  (6) In this regulation a reference to a child does not include —  (a) a child being educated or cared for in an emergency in the circumstances set out in regulation 123(5); or  (b) an additional child being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6).  Note for this regulation: A compliance direction may be issued for failure to comply with subregulation (2). |
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| 108. Space requirements — outdoor space (1) This regulation does not apply in respect of a family day care residence.  (2) The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 7 square metres of unencumbered outdoor space.  Penalty: $2000.  (3) In calculating the area of unencumbered outdoor space required, the following areas are to be excluded —  (a) any pathway or thoroughfare, except where used by children as part of the education and care program;  (b) any car parking area;  (c) any storage shed or other storage area;  (d) any other space that is not suitable for children.  (4) A verandah that is included in calculating the area of indoor space cannot be included in calculating the area of outdoor space.  (5) An area of unencumbered indoor space may be included in calculating the outdoor space of a service that provides education and care to children over preschool age if —  (a) the Regulatory Authority has given written approval; and  (b) that indoor space has not been included in calculating the indoor space under regulation 107.  (6) In this regulation a reference to a child does not include —  (a) a child being educated or cared for in an emergency in the circumstances set out in regulation 123(5); or  (b) an additional child being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6).  Note for this regulation: A compliance direction may be issued for failure to comply with subregulation (2). |