

# Application form for childminders and providers of childcare on domestic premises to seek approval to operate from non-domestic premises

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Please complete this form online and return via email if possible. If you do need to print a hard copy to post to us, please complete it in **black ink** and block capitals and write only on the right-hand pages.

**You should complete this form if you are:**

- a registered childminder who wishes to provide care on a non-domestic premises for up to 50% of your time
- a registered provider of childcare on domestic premises who wishes to provide care on a non-domestic premises for up to 50% of your time.

This form should be completed by the registered person, or the nominated individual if part of an organisation. See the 'Early years and childcare registration handbook', [www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england) and the guidance notes included in this form for more information. Please use the additional information sheet at the end of the form if necessary.

**Please note:** when returning this form, make sure you include the current page (page 1). We cannot accept your application without it as it contains information needed for computer scanning.

If you need any help to complete this form, please contact us on **0300 123 1231**.

Please return your completed application form to:

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

or

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Please leave blank for Ofsted use



## **Section A – Type of application**

**(A1)** We need to know what type of childcare provider you are. This form should only be used by childminders and providers of childcare on domestic premises.

**(A2-A6)** We require details about you and your current registration so that we can link your application to provide childcare from additional non-domestic premises to it. You should not complete this form unless you have an active Ofsted registration.

**(A9)** Ofsted's preferred method of communication is email as this is efficient and direct to the intended recipient. On occasion we may send legal notices or other information that the registered person may not wish to disseminate further. Therefore, please provide a secure email address that is suitable for this purpose and is not a generic email address open to all. By providing your email address, you agree to Ofsted sending all communication, including any legal documents, by this means and to this address. Should you have any issues with accessibility please contact us on 0300 123 1231.

**A Details of registered person or nominated individual**

<b>A1</b>	Are you (please tick one box only)										
<input type="checkbox"/>	A childminder	<input type="checkbox"/>	A provider of childcare on domestic premises								
<b>A2</b>	Ofsted reference number										
<b>A3</b>	Title (please tick one or specify)	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	
<b>A4</b>	First name(s) (in full)										
<b>A5</b>	Surname (family name)										
<b>A6</b>	Address										
										Postcode	
<b>A7</b>	Contact telephone number (including area code)										
	Mobile telephone number										
<b>A8</b>	Date of birth										
<b>A9</b>	Email address										

## **Section B – Details of non-domestic premises**

**(B1 – B8)** This section asks for information about the non-domestic premises you wish to operate from and when you will provide care from these premises.

**(B1 – B2)** We need to establish whether the non-domestic premises where you intend to provide care is already known to Ofsted.

**(B3)** Please provide the full address of the non-domestic premises you wish to operate from.

**(B4)** Please provide us with a telephone number we can contact you on while you are operating from the non-domestic premises.

**(B5 – B6)** We need to know if the non-domestic premises you intend to operate from are on a school site. This is so we can review any information that we may already hold about the premises.

**(B7 – B8)** We need to know if the non-domestic premises are on the same site as a Sure Start children's centre so we can review any information that we may already hold about the children's centre.

**B****Details of non-domestic premises**

<b>B1</b>	Are the premises already known to Ofsted?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If 'no', please go to question B3</b>					
	Ofsted reference number (if applicable)				
<b>B2</b>	Setting name				
<b>B3</b>	Address				
					Postcode
<b>B4</b>	Contact telephone number (including area code)				
	Mobile telephone number				
<b>B5</b>	Are the premises on a school site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If 'no', please go to question B7</b>					
<b>B6</b>	Ofsted school reference number (six digits)				
	The name of the school				
	The school's address				
					Postcode
<b>B7</b>	Are the premises part of a Sure Start children's centre?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If 'no', please go to question B9</b>					
<b>B8</b>	Children's centre reference (five digits)				
	The name of the children's centre				
	The children's centre address				
					Postcode

## Section B – Details of non-domestic premises continued

**(B9 – B10)** Premises must be ready and provide a suitable environment to care for children. All the necessary arrangements must in place at the premises in relation to people, premises and provision, as set out in the 'Statutory framework for the Early Years Foundation Stage' [www.gov.uk/government/publications/early-years-foundation-stage-framework--2](http://www.gov.uk/government/publications/early-years-foundation-stage-framework--2). The premises must be ready to provide early years provision as soon as approval is granted.

**(B11 – B12)** Please explain who else will have use of these premises. We need to know if you will be operating from a different part of the premises, or at different times to anyone else using the premises.

**(B13)** The law states that childminders and providers of childcare on domestic premises may operate from one or more non-domestic premises under their registration for up to 50% of their total operating time. Childminders and childcare on domestic premises providers must decide for themselves how they will divide their care between domestic and non-domestic premises. As long as Ofsted has granted approval and you do not exceed the 50% rule, you will be acting in line with the requirements of your registration. For example, you may choose to operate from both domestic and non-domestic premises on a daily basis. Alternatively, you may choose to operate between both types of premises on a weekly, monthly or yearly basis. Whichever way you choose to operate, you must be clear as to how you divide the care between each type of premises at the point of application to work from non-domestic premises.

<b>B9</b>	Are the premises ready for approval?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**B10** Please briefly explain why you feel the non-domestic premises are safe and suitable to provide childcare from.

<b>B11</b>	Will you have sole use of the premises?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**B12** If you answered 'no' in B11, please provide details of who else will be using the premises.

**B13** Please provide details of the hours you intend to operate from these non-domestic premises and how you propose to divide the total time you spend caring for children between the domestic and non-domestic premises you operate from.

## Section C – Consent and declaration

This section describes how we use the information we receive. It asks you to make certain declarations and agreements, and to sign the form having read and agreed to the information given. **We will return this form to you if you have not signed and dated this section.**

By signing the form at C1, you are consenting to us carrying out checks and using information provided from the checks and the application form, where the law requires or permits this. Without your consent and signature, we will not be able to process your application.

We will share information about your registration with local authorities. We may also share information with our inspection service providers, who are allowed under the law to carry out certain parts of the approval process on Ofsted's behalf.

You are also confirming that you understand that other legal requirements, not covered by the Early Years Foundation Stage and/or the requirements of the compulsory part of the Childcare Register, may apply to you, such as local planning, building control, environmental health, health and safety, and fire safety requirements.

If during the approval process, or after approval is granted, there are changes in your circumstances that might affect your suitability to be a childminder or childcare provider, you must let us know.

The changes you must tell us about are set out in regulations in the 'Statutory framework for Early Years Foundation Stage' ([www.gov.uk/government/publications/early-years-foundation-stage-framework](http://www.gov.uk/government/publications/early-years-foundation-stage-framework)) and in the 'Early years and childcare registration handbook' ([www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england)).

It is an offence to knowingly make a statement that is false or misleading in an application. If you do this you may be prosecuted and be liable for a fine of up to £5,000 if convicted. By signing the form at C1, you are declaring that all the details in your application are true, to the best of your knowledge and belief.



## **C** Consent and declaration

I agree to notify Ofsted of any changes to the information on this form that may affect my suitability to provide childcare.

I understand that Ofsted will share information with other organisations where the law requires or permits this.

I consent to Ofsted sharing information about my application with local authorities to assist it with its statutory functions of providing advice and training to applicants and registered childcare providers.

I consent to Ofsted sharing information about my application with inspection service providers who, under law, are permitted to carry out regulatory processes on behalf of Ofsted.

I understand it is an offence to operate from unapproved premises.

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be refused if I have knowingly given false information or have withheld relevant details.

I understand that it is an offence to make a statement that is false or misleading in an application for registration.

The form has been completed by the registered person. If you are completing this online, please type your name below.

**C1**

Signed	
Print name	
Date of signature	

## What happens to the information provided?

We process your personal information in accordance with the Data Protection Act 1998. Under the Act, you have certain rights regarding access to the personal information that we hold about you. You can ask to see this information. You should contact us if you wish to make such a request.

We ask local authorities to share with us information that they may hold about you. We use the information to make a decision about your suitability to work with or be in regular contact with children. It may be necessary to repeat these checks from time to time in order to assess your ongoing suitability.

We may get information about you from others, or we may give information to them. We will only do so in accordance with the law. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others, such as other government departments and agencies. We will not give information about you to anyone unless the law allows us to do so.

We can give information to:

- parents and prospective parents – to help them in choosing a childcare provider
- local authorities – including organisations carrying out a statutory function on behalf of a local authority – so that they can include details such as names, addresses and other registration information in their family information services records and fulfil their statutory functions to provide information, advice and training to childcare providers, including childminders
- Ofsted’s inspection service providers who, by law, carry out regulatory processes on our behalf
- Her Majesty’s Revenue and Customs – so that it can check on tax credit eligibility for parents and carers using childcare
- other agencies – if they write to ask us for information about a provider and they need the information for child protection purposes
- child protection agencies and the police – so that they can investigate circumstances where children might need protecting from harm.

We can give information you supply to these people and organisations because the Childcare Act 2006 (sections 83 and 84) and associated regulations allow this. In some cases, the law requires us to provide information to other people and organisations. We may use details from this application and any future updates to form part of the public register.

## Additional information

Question number	Please record any additional information here.

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Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

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Textphone: 0161 618 8524  
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W: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

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