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**Australian Government**

**Department of Education, Skills and Employment**

**Notification of Intention of Closure, Sale or Transfer of Ownership Form**

This form is used to notify the Department of Education, Skills and Employment (the department) of a provider's intention to stop operating a child care service. Further information regarding this obligation, including the required timeframes, is at Attachment A.

Please submit this form to the department's Child Care Subsidy (CCS) Assessments team by email to: [CCSAssessments@dese.gov.au](mailto:CCSAssessments@dese.gov.au)

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**Provider Details**

<b>Provider Name:</b>	
<b>CCS Provider ID:</b>	
<b>Provider ABN:</b>	

**Note:** Where the provider has only one approved child care service, this notice is considered an application of an approved provider for a cancellation of the provider's approval.

**Service Details**

**Note:** Please enter the following details relating to the **service that will cease operating**. Where the provider has more than one approved child care service, this notice is considered an application of an approved provider for a variation of the provider's approval.

<b>Service (Trading/Business) name:</b>			
<b>CCS Service ID:</b>			
<b>Floor / Building / Unit / Apt Name:</b>			
<b>Unit Number:</b>		<b>Street Number:</b>	
<b>Street Name:</b>			
<b>Street Type:</b>			
<b>Suburb/Town:</b>			
<b>State:</b>		<b>Postcode:</b>	
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Email address:</b>			
<b>Date the service will cease operating:</b>		[dd/mm/yyyy]	

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**Reason for Decision to Cease Operations (please select one option)**

**Sale/Transfer of Ownership**

Please provide the name and contact details of the **proposed new provider** (legal entity of the service).

<b>New Provider name:</b>			
<b>Provider ABN:</b>			
<b>Name of the contact person:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Email address:</b>			

**Closure of the Service**

Please provide further information regarding the closure below.

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**Closure due to Unforeseen Circumstances - including temporary closures.**

Please provide further information below including temporary closure date range.

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**Entering into administration, receivership, liquidation or bankruptcy**

Please provide further details below.

<b>Type: (please circle)</b>	<b>Administration/ Receivership/ Liquidation / Bankruptcy</b>		
<b>Date of Event: (if different to closure date)</b>			
<b>External Administrator (if known):</b>			
<b>Date Appointed:</b>		<b>Name of contact:</b>	
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Email address:</b>			

**Have parents/guardians using the service been advised of the sale/closure of the service?**

**Yes** (please provide a copy of the documentation)

**No** (please provide details if notification will occur and when)

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**Location where records will be kept following cessation of operations**

<b>Floor / Building / Unit / Apt Name:</b>			
<b>Unit Number:</b>		<b>Street Number:</b>	
<b>Street Name:</b>			
<b>Street Type:</b>			
<b>Suburb/Town:</b>			
<b>State:</b>		<b>Postcode:</b>	

**Important:** The provider of a child care service that has had its approval under the family assistance law cancelled, suspended or varied continues to have obligations relating to record keeping and care that the service provided to children before that date. This includes, but not limited to, keeping all child care records for at least 7 years from the end of the financial year in which care was provided. If the location you have identified above changes, you must notify the department of the new location within 14 days.

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**Contact details for continuing obligations and future contact**

<b>Name of contact person:</b>			
<b>Floor / Building / Unit / Apt Name:</b>			
<b>Unit Number:</b>		<b>Street Number:</b>	
<b>Street Name:</b>			
<b>Street Type:</b>			
<b>Suburb/Town:</b>			
<b>State:</b>		<b>Postcode:</b>	
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Email address:</b>			

**Important:** When a provider ceases to operate an approved child care service, there are continuing obligations under the family assistance law. The department may be required to contact someone in relation to these obligations.

Any changes to attendance data made via your Child Care Subsidy System (CCSS) software may result in a debt. Outstanding advances upon your service's closure will also result in a debt. Contact the CCS Helpdesk on **1300 667 276** or [CCSHelpdesk@dese.gov.au](mailto:CCSHelpdesk@dese.gov.au) to check if you have a debt at any time before or after your service's closure/transfer.

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Contact person for questions regarding this form


<b>Name:</b>			
<b>Position:</b>		<b>PRODA ID:</b>	
<b>Telephone:</b>		<b>Mobile:</b>	


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**Declaration and Authorisation**


This form must be signed by two Authorised Persons from your organisation unless only one person has been listed. Authorised Persons are those persons from your organisation that have been identified to the department through PRODA as a person with Management or Control of the provider.

**As the authorised persons for this provider, I/we confirm the above details are correct. I/We acknowledge that providing false or misleading information is a serious offence.**

<b>Name:</b>			
<b>Position:</b>		<b>PRODA ID:</b>	
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Signed:</b>		<b>Date:</b>	

<b>Name:</b>			
<b>Position:</b>		<b>PRODA ID:</b>	
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Signed:</b>		<b>Date:</b>	

**Witnessed By**

<b>Name:</b>			
<b>Position:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Signed:</b>		<b>Date:</b>	

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### Attachment A

#### Cessation of Operations

It is a requirement of the family assistance law that an approved provider notifies the Department of Education (the department) of the provider's intention to stop operating a child care service. This includes closure, sale or transfer of ownership.

Notice must be given in writing 42 days or more before ceasing to operate.<sup>1</sup> Where a service closes due to circumstances beyond the provider's control (e.g. state licensing issues) and the provider is unable to give at least 42 days' notice, the provider must notify the department as soon as possible. Failure to meet this requirement is an offence and civil penalties may apply.

The notice is also considered an application of an approved provider for a variation of the provider's approval to remove a child care service from the provider's approval.<sup>2</sup> Where the provider has only one approved child care service, the notice is considered as an application of an approved provider for a cancellation of the provider's approval.<sup>3</sup>

The notification form template above provides the format that **must** be used to notify the department of your decision to cease operating an approved child care service. The form should be received by the department's Child Care Subsidy Assessment Team at least 42 days prior to you ceasing to operate an approved child care service.

Where a service closes suddenly, due to unforeseen circumstances, the provider must immediately notify the department's Child Care Subsidy Assessments team by email to: [CCSAssessments@dese.gov.au](mailto:CCSAssessments@dese.gov.au) and follow with the appropriate written notification.

When a provider ceases to operate an approved child care service, there are continuing obligations under the *A New Tax System (Family Assistance) (Administration) Act 1999* (the Administration Act). These obligations will be provided on confirmation of the cancellation/variation of provider approval.

**Note:** It is important that the departing provider inform parents in writing of their decision to cease operating a child care service. In all circumstances the notice should include appropriate information (such as a reference to the [Child Care Finder website](#)<sup>4</sup>) to assist parents wish to seek alternate child care.

#### Temporary Closures

Each service has an obligation under family assistance law to operate a minimum number of weeks per year. If a service closes temporarily at any stage throughout the year, including during the Christmas/New Year period, the provider is required to notify the department in advance. Please note, these changes may be made through CCSS software product. Please refer to the software product reference material or contact the software provider for more information.

A CCS approval is automatically suspended by the department when the corresponding National Law approval is voluntarily suspended by the State or Territory Regulatory Authority. A provider will need to apply for voluntary suspension of CCS approval if:

- its service is not regulated by the National Law, or;
- if its National Law approval is not suspended

but it will not meet its minimum annual operating requirements due to a temporary closure. The [Suspension on Request of CCS Approval Fact Sheet](#) has more information.

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<sup>1</sup> Section 204A of the Administration Act.

<sup>2</sup> Section 196A of the Administration Act.

<sup>3</sup> Section 197C of the Administration Act.

<sup>4</sup> <https://www.childcarefinder.gov.au/>

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**Entering into administration, receivership, liquidation or bankruptcy**

It is a requirement of the family assistance law that the provider notifies the department should the provider enter into administration, receivership, liquidation or bankruptcy within 24 hours after the event. Use this form to notify the department within 7 days, where possible, of the appointment of administrators. If not possible, the provider must immediately notify the department's Child Care Subsidy Assessments team by email to [CCSAssessments@dese.gov.au](mailto:CCSAssessments@dese.gov.au) and follow with the appropriate written notification.