



Starting a FAMILY DAY CARE

WHAT IS A FAMILY DAY CARE?

A Family Day Care is a childcare service that is provided in a residential dwelling offering education and care for up to seven children aged from birth to 13 years, including the educator's own children. Local Planning Scheme No. 2 (LPS2) defines a family day care as "premises where a family day care service as defined in the Education and Care Services National Law (Western Australia) is provided."

Should a resident of a dwelling wish to care for more than seven children, the activity falls within the definition of a Child Care Centre.

DO I NEED DEVELOPMENT APPROVAL?

Development Approval is required for all family day cares as per Local Planning Scheme No. 2. You will also need to obtain an Environmental and Health Department Approval.

HOW TO MAKE AN APPLICATION FOR DEVELOPMENT APPROVAL?

Your application for Development Approval involving a **Family Day care** must include the following:

- A completed City of Kalgoorlie-Boulder Development Approval Form 1, and a Proposal to Carry out a Home Occupation or Home Business Form 6. These forms must be signed by the legal owners of the property and the applicant.
- Payment of the application fee.
- A current Certificate of Title.
- A Site Plan (1:100 or 1:200 scale) of the property.
- Floor plans (1:100 or 1:200 scale) highlighting the areas you will be using for the family day care.
- The relevant checklist for the use and zone of your proposed family day care.
- A written statement addressing any elements of the proposed that proposal any changes (variations) to the rules/requirement outlined in the Local Planning Scheme No. 2, City of Kalgoorlie-Boulder Local Planning Policies, or any other relevant texts.

These requirements and a list of additional information required are detailed on the Home Business/Occupation Checklist (2023), which must be returned to the City of Kalgoorlie-Boulder with your application.

WHAT HAPPENS AFTER I SUBMIT AN APPLICATION?

Once we receive your application, it will be assigned to a Planning Officer. You will receive correspondence within 7 days from when your application is received acknowledging receipt of your application.

After the Planning Officer has reviewed your application and determined that sufficient information has been provided, the landowners adjoining your property will be given the appropriate notification time as per the City Policies to comment on your application. Once the notification period has ended, the City assesses your application against the relevant policies.

FURTHER INFORMATION:

If you have any further questions or would like additional assistance in preparing your application, please contact Planning Services on (08) 9021 9600 or by email at mailbag@ckb.wa.gov.au

RELEVANT DOCUMENTS:

Local Planning Policy 06 (LPP6); Home Based Businesses & Family Day Care.
Local Planning Scheme No. 02 (LPS2)

Other legislation with the potential to influence applications:

- The Health Local Law 2001, which provides the rules and guidelines for the health of the community as required under the *Health Act 1911*
- Education and Care Services National Law (WA) Act 2012
- The Education and Care Services National Regulations 2012.