Application for a New Hostel licence

 When completing your application please refer to the following resources:

1. The Education (Hostels) [Regulations](http://www.legislation.govt.nz/regulation/public/2005/0332/latest/DLM362025.html?search=qs_act%40bill%40regulation%40deemedreg_hostels_resel_25_h&p=1&sr=1) 2005
2. [Guidelines](http://education.govt.nz/assets/Documents/School/Running-a-school/Hostel-Regulations/Education-Hostels-Regulations-JUN-2019.pdf) to the Education (Hostels) Regulations 2005
3. For further information please contact the hostel licensing authority on

Phone: 04 439 6443

Email: hostel.licensing@education.govt.nz

### **Checklist**

Before submitting this application, please make sure you have completed the following:

[ ]  **SECTION 1** Scale floor plan and site plan attached.
Fit and proper person: Supporting information if applicable.

[ ]  **SECTION 2** Supporting information from hostel publication if available.
Copy of Evacuation, care and temporary accommodation emergency plan attached.

[ ]  **SECTION 3** Full list of policies and procedures attached.
Copy of relationship and prevention of ill treatment policy attached.
Copy of boarder’s leave of absence procedure attached.

[ ]  **SIGN OFF** Signed & verified Statutory Declaration
Relevant Revie Office report attached
Copy of complaint procedure attached
Payment for fees (direct credit)

### **Provider Details**

|  |
| --- |
| **Name of hostel:** |
| **Full name of licensee:** |
| **Telephone: Mobile:** |
| **Email:** |
| **Physical Street Address (es)** (more than one address may apply to a hostel where hostel buildings are on physically separate sites): |
| **Postal Address:** |
| **Full name of contact person:** |
| **Designation:** |
| **Telephone: Mobile:** |
| **Fax: Email:** |
| **Please complete the details below if the person making this application is not the hostel licensee. Note: this person must have the legal authority to sign on behalf of the licensee.** |
| **Full name:** |
|  |
| **Designation:** |
|  |
| **Telephone: Mobile:** |
|  |
| **Email:** |

**Type of Ownership (*Please tick)***

[ ]  ***Individual***

[ ]  ***Partnership***

[ ]  ***Body Corporate = legal entities incl. Board of Trustees, Trust etc.***

***Full name of hostel owner and their relationship with the connected school:***

*(If the hostel is owned by the individual or partnership, please give full names of all partners):*

|  |  |
| --- | --- |
| **Name:** | **Relationship:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***If the owner is a Body Corporate,*** *please provide the name of the Body Corporate and the full names of each director or person involved in the management of the Body Corporate and their relationship with the connected school.*

***Name of Body Corporate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Names of Directors/Management:***

|  |  |
| --- | --- |
| **Name:** | **Relationship:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### **Section 1: Details of hostel facilities and operations**

### ***Demonstrate compliance with Part 2 of the regulations***

### **Scale** floor plan and scale site plan (Regulation 10)

Attach a copy of a scale floor plan outlining clearly the uses of each part of the hostel building(s)

Attach a scale site plan identifying which buildings and land are associated with the hostel and identifying their usage

[ ]  Floor plan attached

[ ]  Site plan attached

Please provide measurements or scales that show the actual size of the buildings/rooms.

### General nature of the operation of your hostel (Regulation 11.1)

Please provide information on the following key features of your hostel: General nature of the operation.

|  |
| --- |
| **Maximum number of boarders:**  |
| **Age range of boarders:** |
| **Sex of boarders:** |
| **Days of Operation:** |
| **Any special needs catered for:** |
| **Number of boarding houses:** |
| **Names of boarding houses:** |
| **Any further details.** |
| **Add further details on separate sheet if necessary:** |

### Fit and proper status (Regulation 11.2 & 13)

Please provide full details on an attached sheet for each individual, partner or director or person concerned with the management of the body corporate if ticked “yes” in any of the following boxes.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Any conviction for any offence against these regulations, any crime involving dishonesty, any offence involving harm to children or violence or any sexual offence?  | [ ]  | [ ]  |
| Any history of mental illness or serious behavioural problems? | [ ]  | [ ]  |
| Any adjudication of bankruptcy under the Insolvency Act 1967 or prohibition from being a director or promoter of, or being concerned or taking part in the management of a company under any of sections 382,383 and 385 of the Companies Act 1993? | [ ]  | [ ]  |

### **Section 2: Minimum standards for hostels premises and facilities**

### ***Supporting information to demonstrate compliance with Part 3 of the Regulations:***

Complete the following table by providing details of how the requirements listed below are met. Supporting information from hostel publications may be cross referenced and attached to this section.

### Provision of necessary spaces, facilities and equipment (Regulation 44)

**Requirement and details of provisions**

|  |
| --- |
| **Boarder’s recreation (indoor and outdoor)** |
| **Space for quiet activities** |
| **Food Preparation and eating** |
| **Sleeping arrangements** |
| **Toileting, bathing, other personal hygiene, changing areas and personal privacy arrangements** |
| **Laundry arrangements for clothing** |
| **Secure storage boarder’s personal effects** |
| **Provision for boarder’s private communication with parents and other people** |

### Lighting, heating and ventilation (Regulation 45)

|  |
| --- |
| Form (s) of lightingForm (s) of heatingForm (s) of ventilation |

### Laundering of sheets, bath towels, etc. (Regulation 46)

|  |
| --- |
| **Provision for boarder’s private communication with parents and other people** |

### Maintenance and safe use of buildings and facilities (Regulation 47)

|  |
| --- |
| **Describe how building and facilities are maintained and used safely** |

### Fires, earthquakes and other emergencies (Regulation 48 & 49)

Telephone number available for emergency calls

|  |
| --- |
|  |

[ ] Confirm that it meets the First Service Act requirements

|  |
| --- |
| **Attach a copy of an evacuation plan for the boarder’s evacuation, care, and temporary accommodation (if required) in emergencies. Describe where it is displayed.** |

|  |
| --- |
| **Describe training procedures undertaken for all staff for fire, earthquake and emergencies.** |

### Safety and hygiene of premises, equipment, etc. (Regulation 50)

|  |
| --- |
| **Provide information to support compliance with regulation. That is that the hostel furniture, furnishings and fittings, flooring comply with all applicable NZ standards and are kept safe and hygienic.** |

### Premises to be kept free of hazards (Regulation 51)

|  |
| --- |
| **Provide details of how hazards are managed at the hostel** |

### First Aid (Regulation 52)

|  |
| --- |
| **Describe first aid equipment supplies and facilities that comply with this regulation and the Health and Safety Employment Act 1992.** |

**Number of staff with first aid certificates**

|  |
| --- |
|  |

### **Section 3: Code of practice relating to management of hostels**

### ***Demonstrate compliance with Part 4 of the regulations***

### Policies and operating procedures (Regulation 54)

Attach a list of all hostel’s operating policies and procedures that relate to this regulation.

Please provide statements that show that you have procedures in place that concern the welfare and pastoral care of the boarders of your hostel.

Please note: Copy and paste the statements on a separate sheet of paper and provide information on where they are published so that they are accessible to boarders/parents/staff (e.g. job description student handbook). Don’t send the actual brochures, job descriptions……

### Relationships and protection from ill-treatment (Regulation 55)

Attach a copy of the policy on hostel relationships and protection of boarders from ill-treatment.

### Granting boarders leave of absence (Regulation 56)

Attach a copy of the procedure for granting boarders leave of absence.

(Please make sure all the requirements of this regulation are met).

### Review of, and consultation on, policies and procedures (Regulation 57)

|  |
| --- |
| **Describe the arrangements for completing the 3 year review of and consultation on the hostel’s policies and procedures.** |

### Abuse, harassment, or serious neglect of boarders (Regulation 58)

Attach a copy of the policy on abuse, harassment and serious neglect of boarders.

(Please make sure all the requirements of this regulation are met).

### Records and duties related to records (Regulation 59 & 60)

|  |
| --- |
| **Describe arrangements for record keeping that meet the requirements of these regulations.** |

### Supervision, staffing and security (Regulation 61)

(Please make sure all the requirements of this regulation are met).

[ ] Confirm all permanent staff are 18 years of age.

|  |
| --- |
| **Describe how suitability checks are undertaken for staff and all other people who have unsupervised access to boarders.** |

[ ] Confirm that no staff member has been convicted of a crime involving dishonesty and sentence for that crime within the preceding 7 years, or has been convicted of any
offence involving harm to children or violence, or has been convicted of any sexual
offence, or is unfit to be a staff member because of mental illness or serious
behavioural problems.

|  |
| --- |
| **Describe provisions for supervision of ancillary, contract, temporary or voluntary staff and occasional visitors.** |

|  |
| --- |
| **Describe how the hostel encourages the maintenance of positive relationships between staff and boarders.** |

|  |
| --- |
| **Describe the hostel’s security measures used to prevent unauthorized access to the hostel’s premises.** |

|  |
| --- |
| **Describe how staff/boarder ratios are determined for normal hostel activities.** |

### Supervision of boarders on excursions outside hostel (Regulation 62)

|  |
| --- |
| **Describe how staff/boarder ratios determined for activities and excursion outside the hostel.** |

### Food and drink (Regulation 63)

|  |
| --- |
| **Describe how the hostel meets the requirements of regulation 63 to provide nutritious and safe food and water supply.** |

### Infectious and other diseases (Regulation 64)

|  |
| --- |
| **Describe the hostel’s arrangements for boarders and staff members when dealing with an infectious or other disease.** |

### Protection and promotion of health (Regulation 65)

[ ] Confirm that area and facilities for the temporary isolation and care of at least one boarder available.

|  |
| --- |
| **Provide details of arrangements for dealing with accidents or serious illness involving a boarder.** |

|  |
| --- |
| **Provide details of arrangements for boarder’s access to healthcare and support services including personal counselling.** |

|  |
| --- |
| **Describe or copy/paste hostel policies relating to the use of alcohol or other substances by staff members and boarders.** |

### Parent’s contact with, or access to boarders (Regulation 66)

|  |
| --- |
| **Provide details of arrangements of ensuring parental access to a boarder and provisions for excluding contact where “good reason” exists.** |

### **Section 4: Complaint Procedure**

### ***Demonstrate compliance with Part 5 of the regulations***

[ ] Attach a copy of the complaint procedure that will be displayed beside the licence once it is issued.

### **Section 5: Education Review Office Report**

[ ] Attach a copy of the most recent Education Review Office report that considers the hostel. Where the report raised issues or concerns, please provide evidence that these
 have been addressed.

### **Section 6: Statutory Declaration**

[ ] Complete the statutory declaration on page 16 and include it with this application.

### **Section 7: Fees [NZ$ 1,955.00]**

[ ] Pay via internet banking

Please make payment by direct credit to **03-0049-0004125-028** citing **‘hostel fee’** in reference fields.

**STATUTORY DECLARATION**

When you have completed this form, please take it to a **Justice of the Peace**, **Solicitor**, a **Registrar** or **Deputy Registrar** of the Court to be witnessed. The declaration must be completed by a person who has authority to sign on behalf of your institution (e.g. Board of Trustees Chairperson, Manager, Director, Chief Executive, etc).

I, ....................................................................., .............................................. of

 (Full name) (Designation/)

.................................................................., solemnly and sincerely declare that

 (Name of Hostel)

* I am the owner of the hostel for which this licence application is being made **or**
* I am authorised to make this application on behalf of the owner (delete one).
* I have made all reasonable inquires and the information contained in this application is true and correct to the best of my knowledge and belief and is accompanied by all relevant information known to the owner.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature..........................................

 (Applicant’s signature)

Full Name …………………………………………………………………………..

Declared at ……………………….this ……………..day of …………………2006.

Signature.......................................... Witness Name ……………………………..

 (Witness’s signature)

Please circle one:Justice of the Peace, Solicitor, other persons authorised to take a statutory declaration

**A significant penalty, including a term of imprisonment of up to three years, may be imposed under the Crimes Act 1961 for making false declarations.**

**APPLICATION CHECKLIST**

Use this checklist to ensure all relevant material has been attached to this application.

**Information Required**

[ ] Application form completed fully and supplementary evidence cross referenced and attached to support application.

Section 1:

[ ] Scale floor plan attached

[ ] Scale site plan attached

[ ] Fit and proper person: Supporting information if applicable.

Section 2:

[ ] Supporting information from hostel publications if available

[ ] Copy of Evacuation, care temporary accommodation emergency plan attached

Section 3:

[ ] Full list of policies and procedures attached

[ ] Copy of relationship and prevention of ill treatment policy attached

[ ] Copy of boarder’s leave of absence procedure attached

Sign off:

[ ] Signed and verified Statutory Declaration

[ ] Relevant Review Office report attached if applicable

[ ] Copy of complaint procedure attached

[ ] Fees