Education (Hostels) Regulations 2005

Application Form for a Hostel Licence Change of ownership

Post the completed application to

Hostel Licensing Authority

# Ministry of Education

PO Box 1666

Wellington

or scan to hostel.licensing@education.govt.nz

When completing your application please refer to the following resources:

1. The Education (Hostels) Regulations 2005 [Regulation 19](http://www.legislation.govt.nz/regulation/public/2005/0332/latest/DLM362088.html?search=sw_096be8ed80b9b882_19_25_se&p=1&sr=2)
2. [Guidelines](http://www.education.govt.nz/assets/Documents/School/Running-a-school/Hostel-Regulations/HostelGuidelines.pdf) to the Education (Hostels) Regulations 2005
3. For further information please contact the hostel licensing authority on

Phone: 04 463 8231

Email: [Hostel.Licensing@education.govt.nz](mailto:Hostel.Licensing@education.govt.nz)

Please submit your application in a clearly labelled ‘Clear File’ or folder

Provider details

Name of hostel:

Hostel registration number:

Postal Address:

Full name of contact person:

Designation:

Telephone: Mobile:

Fax:

E-mail:

Website:

Name and designation of person responsible for making this application. If the application is made on behalf of the owner, this person must have the legal authority to sign on behalf of the owner.

Full name:

Date of Birth:

Designation: Phone:

Email: Mobile:

Proposed ownership change

Type of Ownership (Please tick) – current

□ Individual □ Partnership □ Body Corporate

Type of Ownership (Please tick) – proposed

□ Individual □ Partnership □ Body Corporate

Full name of current hostel owner

Full name of proposed hostel owner (If hostel is owned by an individual or partnership please give full names and date of birth of all partners):

If the proposed owner is a body corporate please provide name of body corporate and full names and date of birth of each Director or person involved in the management of the body corporate.

Name of body corporate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names and dates of birth of Directors/Management:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Fit and proper person status: 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.

|  |  |  |
| --- | --- | --- |
| Previous cancellation of a licence? | 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? | Yes | No |
| Any history of serious behavioural problems? | Yes | No |
| 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? | Yes | No |

### License to be renewed

Please attach copy of old licence for renewal.

### Statutory Declaration

Complete the statutory declaration on page 4 and include it with this application.

### Fees

Upon application a fee of $125.00 including GST is payable.

* Cheque attached

Note this application must be lodged with the authority no later than 20 working days before the change of ownership takes place.

STATUTORY DECLARATION – to be signed by new owner

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 new owner of the hostel for which this licence application is being made or
* I am authorised to make this application on behalf of the new owner/ partnership (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, (Deputy) Registrar

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.