Education (Hostels) Regulations 2005

Notice of new directors or persons concerned with the management of a body corporate

 Post the completed application to

 Hostel Licensing Authority

 c/o Catherine Jeffries

#  Ministry of Education

 PO Box 1666

 Wellington

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

Instructions on completion of: Notice of new directors or persons concerned with the management of a body corporate.

Step 1: Hostel owner should ensure that all new persons concerned with the management of a boy corporate complete a Fit and proper person declaration (Appendix 1)

Step 2: Hostel owner should then complete all details in Section 1 of this form and the Statutory Declaration in Section 2 of this form

Step 3: Hostel Owner should send completed sections 1 and 2 to the Hostel Licensing Authority at the address below and retain the individual Fit and proper person declarations for each new person

For further information

 Phone: (04) 463 8231

 Email: Hostel.Licensing@education.govt.nz

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| --- |
| Section 1: Provider Details |

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| --- |
| Hostel name: |
| Hostel registration number: |
| Full name of contact person: |
| Designation: |
| Telephone: |
| Mobile: |
| Fax: |
| Email: |

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| --- |
| Name of Body Corporate:  |

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| --- |
| Full name(s) of each out going member of the body corporate |
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| --- |
| Full name(s) and date of birth of each new member of the body corporate |
| Name | D.O.B |
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Fit and proper person status: Please provide full details on an attached sheet for each new member 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 mental illness or 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 |

|  |
| --- |
| Section 2: 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 ………………2007.

Witness signature..........................................

Witness name ……………………………..

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.

Appendix 1

Fit and proper person Declaration

To be completed by every new person concerned with the management of a Body Corporate

Dear Board member,

In accordance with the Education (Hostels) Regulations 2005, all new persons concerned with the management of a Body Corporate (Hostel Trust) must certify that they are Fit and Proper persons in order for the Body Corporate (Hostel Trust) to hold a Hostel Licence. This requires both your full name and date of birth.

Please fill in the details below.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regulation 11.2.c (& 13)

Fit and proper person status:

Please provide full details on an attached sheet if you ticked “yes” in any of the following boxes.

|  |  |  |
| --- | --- | --- |
| Have you previously been a member of a hostel trust whose Licence has been cancelled? | 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 mental illness or 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 |

I certify that I checked the information contained in this form and, to the best of my knowledge, it is true and correct in every particular.

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 Print Name Signature