

Approved Registration Bodies Licence Fees 2023-2024

Under the *Child Care Act 2001*, the Department for Education, Children and Young People (DECYP) is required to levy a fee on child care services as they undertake licensing.

Fees apply to the following:

- new licence applications
- renewal of licence
- late lodgement of application for renewal of licence
- amended licence
- replacement licence.

DECYP must advise services of the fees and any increases at the beginning of each financial year.

Fees are indexed annually according to an amount set by the Department of Treasury and Finance.

The fee rates are listed below for 5 June 2023 to 30 June 2024.

Table 1 – Approved Registration Bodies - Licence Fees

New Application for Licence	\$306
Application for Renewal of Licence	\$229
Late Lodgement of Application for Renewal of Licence	\$51
Request for Amendment of Licence	\$45

When will we be notified about our fee?

Licence Renewal

Payment must be made by the time your licence application is lodged with the Education and Care Unit, i.e., 90 days prior to the expiry of your current licence. We will send you an invoice in time for you to make this payment.

If you anticipate any difficulties with meeting this timeframe, please contact your licensing officer to discuss the matter.

Other Fees

The Education and Care Unit will send out fee invoices for the other licensing fees, as required.

The circumstances in which other licensing fees apply and the timing of payments will be discussed with you.

Contact details

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