

Form C105 **CHANGE TO PREMISES AND/OR MAXIMUM STUDENT NUMBER**

PLEASE COMPLETE ALL FIELDS

Name of Legal Entity (Provider) making this submission

Name of ELT Centre (Business/Trading Name)

Address of current premises

Proposed Change(s)

Relocation from one address to another
Address of new location

Extension or reconfiguration of existing
premises
Description of changes

Addition of new premises within 2km of
existing premises
Address of additional location

Change to the maximum student number

Change to the number of shifts
Number of shifts planned

Maximum number of students per shift

SUBMISSION OF DOCUMENTS

Please email completed form and attachments to:
neas@neas.org.au

See over for list of attachments.

**All documentation must be complete before
assessment can commence.**

FEE

There is no fee for this service.

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Signature of Principal Administrator

I certify that the information contained in this
submission is complete and correct.

Date

CONFIDENTIALITY: The information contained in this
submission remains confidential to the Directors and Staff
of NEAS and to individual NEAS Quality Assessors who
are under contract of confidentiality to NEAS. The
information may also be made available to governments.

Form C105 ATTACHMENTS

Evidence of secure tenure of premises, for example, copy of relevant pages of current lease or proof of ownership. If a lease, information should include:

- Expiry date
- Signatures of lessee and lessor
- Any restrictions to operations

Copy of final occupation/occupancy certificate issued by the local government authority indicating zoning for educational purposes, maximum number of occupants and any limits to hours of operation

Copy of current fire safety certificate

Policy and procedures for emergency evacuation

Professionally drafted floor plans showing the function of each room (indicate on the plan any rooms or areas shared with non-English language programs)

Separate list of ELT classrooms and additional study areas showing room number and dimensions of each room in square metres

Proposed weekly timetable(s) for each shift showing lesson and break times

An On-site Assessment may be required to assess the proposed changes.