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| Notice variation application form |
| Child Safe Standards |
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You can use this form to apply for a variation of the following notices issued by the Child Safe Standards Regulator (Health) (the Regulator) under the *Child Wellbeing and Safety Act 2005* (the Act):

* notice to produce
* notice to comply

You should submit your application at least 7 days before the due date on the notice.

## Notice details

1. What would you like varied?

Notice to produce issued under section 30(1A)

Notice to comply issued under section 31(1)

1. Reference number

This can be found on the front page of the notice – e.g. NTC-0001

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1. Recipient or entity

E.g. Hospital or health service name

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## Applicant details

I am the recipient of the notice

I am the person authorised by the entity to apply for a notice variation

I am completing this form on behalf of the recipient

*Relationship to the recipient*

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1. First name

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1. Last name

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1. Position

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1. Email address

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1. Mobile number

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1. Other phone number

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## Assessment details

1. Is it less than 7 days before the compliance due date on the notice?

Yes  No

If you answered ‘yes’, please provide your reason(s) below.

(Applications received less than 7 days before the compliance date will be accepted in exceptional circumstances only.)

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1. What is your reason(s) for requesting a variation?

Extension of time

Change of requirement(s)

Other

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1. Reason details

Please provide details regarding the reason(s) selected – e.g. I am requesting a time extension because…

If you are requesting a change of requirements, please explain in detail what you would like changed and any alternative actions you are proposing.

(To assess your application, the Regulator will consider whether your proposed changes will result in similar or greater levels of compliance, risk control or better outcomes for child wellbeing and safety.)

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## Additional information

1. If you have additional information, documents or evidence relevant to the variation request, please attach these when you submit this form.

## Submitting your application for variation

1. Email your completed form and supporting documents to the Child Safe Standards Regulator (Health) at: [childsafestandards@health.vic.gov.au](mailto:childsafestandards@health.vic.gov.au).

## Collection notice

The Department of Health (the department) is committed to protecting your privacy. The department collects and handles personal information in this *Variation of a notice application form* for the purposes of varying a notice under section 30(4) or section 31(5) of the *Child Wellbeing and Safety Act 2005.*

If you do not provide us with the information requested in this form, we may not be able to process your request for a variation or there may be delays in making the variation.

In order to carry out our functions as sector regulator for the Child Safe Standards, we may share your personal information with external parties such as a Tribunal or Court.

For more information on the department’s privacy collection, please refer to the department’s privacy policy or visit our website on <https://www.health.vic.gov.au/department-of-health-privacy-policy>.

You may access your information that you provide in this form by emailing us at [childsafestandards@health.vic.gov.au](mailto:childsafestandards@health.vic.gov.au) or you may contact the department’s Privacy Unit by emailing [privacy@health.vic.gov.au](mailto:privacy@health.vic.gov.au) or by telephone on 1300 024 759.

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| To receive this document in another format, phone the Child Safe Standards Regulator (Health) on 1300 650 172, using the National Relay Service 13 36 77 if required, or [email the Child Safe Standards Regulator (Health)](mailto:childsafestandards@health.vic.gov.au) <childsafestandards@health.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, May 2023.  Available at the [Department of Health's Child Safe Standards web page](https://www.health.vic.gov.au/childsafestandards) <https://www.health.vic.gov.au/childsafestandards> |