

## 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](mailto: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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#### Declaration

**I declare that the information in this application is  
true and correct.**

**I am authorised on the behalf of the provider to  
submit this application.**

[I have read and understand the terms and conditions.](#)

Signature:

Date:

Name and  
position:

**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.**