



Application for approval of
a verandah as indoor space

This form must be completed and attached to an *Application for amendment of service approval* (ACECQA form SAO3) and submitted to the Education Standards Board for consideration.

**Service trading name:** Click or tap here to enter text.

**Service approval number:** Click or tap here to enter text.

**Is the verandah directly accessible from the children’s indoor play space?** Click or tap here to enter text.

**Does the verandah have a solid roof and floor?** Click or tap here to enter text.

**Is there appropriate drainage within the verandah area to prevent pooling of water?** Click or tap here to enter text.

**How will the verandah area’s design ensure comfortable temperature and suitable weather-proofing for children/staff (i.e. rain/wind, cold conditions or sun/extreme heat conditions, etc.)** Click or tap here to enter text.

**Please specify the total unencumbered verandah space in square metres for which approval is being sought. Please attach a copy of a floor/site plan indicating the location of the verandah, along with calculations of the proposed space that specify the area to be counted as unencumbered space.**

***Please note:***

* Passageways and door thoroughfare areas are not to be counted as unencumbered space.
* You may also like to attach photos of the verandah area to demonstrate and assist with supporting your application.

Click or tap here to enter text. **Can children using the verandah area be effectively supervised by staff at all times? How can this be achieved?**Click or tap here to enter text.

If you have any queries or would like to discuss this matter further with an authorised officer from the Education Standards Board, please contact us (details below).

Contact details:

Phone: (08) 8226 0077 or 1800 882 413

Website: [*www.esb.sa.gov.au*](http://www.esb.sa.gov.au)

Email: *educationstandardsboard@sa.gov.au*