



(WCG) CHECKLIST

General Requirements				
No	Departmental requirement	✓ Tick		Comment
		Yes	No	
1.	Have you completed & signed our application form?			
2.	Do you have a certified copy of your facility's NPO Certificate			
3.	Do you have a copy of your facility's rental agreement, approved building plans and zoning certificates			
4.	Do you have a Health Clearance Certificate			
5.	Do you have the needs assessment form			
6.	Have you completed and attached your business plan			
7.	Do you have Clearance Certificate and Job descriptions for all your staff members			
8.	Have attached your ECD Learning programme			
9.	Have you attached your Dietary Menu			



CITY OF CAPE TOWN
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ENVIRONMENTAL HEALTH REQUIREMENTS CHECKLIST

<i>General Requirements</i>				
No	Departmental requirement	✓ Tick		Comment
		Yes	No	
1.	Do you have an infant section (0-2 years old)			
2.	Do you have space for children (2-6 years old)			
3.	Do you have space for an after care section			
4.	Indoor and Outdoor play areas			
5.	Sanitation facilities			
6.	Staff facilities			
7.	Food Preparation			
8.	Do you have a First Aid Kit and is it safely stored			
9.	Are your staff members trained in First Aid			
10.	Do you have pets within the facility and are they kept away from children			
11.	Do you have a sick bay			
12.	Do you have clean drinking water			



<i>Sanitation Requirements</i>				
No	Departmental requirement	✓ Tick		Comment
		Yes	No	
1.	Does your facility have 1 toilet for 20 children?			
2.	Does each child have their own Potty?			
3.	Do you have a nappy changing facility? And is the surface waterproof?			
4.	Closable bin for soiled nappies			
5.	Do you/teachers disinfect the potties daily?			
7.	For the aftercare do boys and girls have different toilet facilities?			
8.	Does your facility have 1 hand wash basin for 20 children?			
9.	Does each child have their own soap and drying towel?			
10.	Do you dispose grey water in a safe manner?			



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PLANNING AND BUILDING DEVELOPMENT MANAGEMENT REQUIREMENTS CHECKLIST

General Requirements				
No	Departmental requirement	✓ Tick		Comment
		Yes	No	
1.	Have you completed & signed our LUMS application form?			
2.	Do you have a copy of Rates Paper/Account for the Property			
3.	Do you have a copy of Copy of Title Deed/lease agreement			
4.	Do you have a Conveyancer's Certificate Plans (Please attach to application)			
5.	Do you have Site Development Plans (Please attach to application			
6.	Do you have a Motivating Memorandum			
7.	Do you have a Power of attorney (only if the person making the application is not the owner of the property)			



FIRE AND RESCUE REQUIREMENTS CHECKLIST

<i>General Requirements</i>					
No	Departmental requirement		✓ Tick		Comment
			Yes	No	
1.	Have you obtained Land use Clearance Certificate from the CoCT Land Use Department				
2.	Do you have an Approved Building Plan indicating the ECD premise				
3.	Do you have firefighting equipment	4,5 kg Fire extinguisher			
		Fire Blanket			
		Fire Hose Reel			
4.	Do you have a fire escape > 25 persons				
5.	Panic bolt device fitted to Fire Escape				
6.	Do you have compliant signage to escapes & fire equipment				
7.	Do you have an emergency evacuation plan				
8.	Were you registered before				
9.	Provide a reason/s why you not registered.				