**Transcript—Building plans and designs—what you need to know**

0..00-1.05

As the regulatory authority that approves early childhood education and care services, it is our role to assess your early childhood service approval application to ensure it meets the requirements to keep children safe.

There are a lot of elements to consider as you are putting together your application for service approval. Making sure your application is complete enables it to be properly assessed against all requirements.

Building plans are often an area where we seek further clarification from applicants. To avoid this:

1. provideclear and detailed **building plans** that meet not just the National Construction Code, but also the National Regulations. We recommend you liaise with a building practitioner.
2. consider **supervision and safety** when planning indoor and outdoor spaces
3. consider appropriate **bathroom and toilet design**
4. consider sufficient **outdoor space** which includes natural elements

1.05-1.41

**1. Building plans**

Make sure your plans include:

* The location of
  + All buildings, structures, outdoor play areas and shaded areas
  + All entries and exits
  + All fences and gates, including type (for example a 1.8 metre wooden fence)
  + Toilet, washing, nappy change and food preparation facilities
* Boundaries of the premises
* Floor plans of unencumbered indoor and outdoor spaces, with calculations made by a building practitioner
* Landscaping plans and elevation plans

1.41-2.42

**2. Supervision and safety**

Design of the premises plays an important role in ensuring adequate supervision.

Your design should consider:

* Visibility into all parts of the room from nappy change and bottle preparation areas.
* Appropriate visibility from outdoor play areas to toileting areas to ensure supervision is maintained.
* Convenient location of washing facilities, such as a shower, maintaining the rights, dignity and safety of children.
* Ensuring the shape and size of the indoor and outdoor areas supports clear supervision, without hidden areas.

You should also consider the requirements around fencing and balustrading to prevent falls. For example, you need to consider the height of balustrades in fall risk areas.

Safety on routes and stairs used in an emergency evacuation must also be considered. This includes child-height handrails and sufficiently high barriers in emergency evacuation stairs.

2.42-3.28

**3. Bathroom and toilet design**

You will need to pay particular attention to your planned toilet and bathroom facilities, noting our requirements may differ from the National Construction Code. Some features that will be checked include:

* Are the toilets age appropriate and conveniently located, remembering the needs of a school age child will be very different from a younger child?
* Are there sufficient toilets for the number and ages of children in care? Are there enough toilets to support children who are toilet training?
* Are hand basins and drying facilities located at a child’s height?
* Are there appropriate washing facilities for the ages of children in care? For example, a bath for infants and a shower for older children.

3.28 – 4.20

**4. Outdoor space**

Nature play is critical to children's development and outdoor play spaces should be an important consideration in your design.

Please provide clear details about your outdoor spaces, including how you propose to incorporate natural elements such as trees, sand, natural vegetation, digging patches and stones, along with the physical environment requirements listed in the national regulations.

Make sure your planned outdoor play space provides children the opportunity to experience a genuine outdoor environment that supports learning and development.

Before you lease or build, you should make sure your planned premises meets all the requirements of the National Law and National Regulations, and will support the delivery of high quality education and care against the National Quality Standard.

4.20- 4.35

Once you have considered all the requirements and your application is ready, you can submit it via the National Quality Agenda IT System for assessment.

For more information visit our website [www.qld.gov.au/earlychildhoodpremises](http://www.qld.gov.au/earlychildhoodpremises)