**NOTICE OF CHANGE IN Place of RESIDENCE Form – PERSON WITH CONTACT**

**Instructions for using this form**

The *Children’s Law Reform Act* has rules about giving notice if you plan to move and you are a person with a court order under the *Children’s Law Reform Act* giving you contact with a child.

When you have a court order under the *Children’s Law Reform Act* giving you contact with a child, you usually need to give notice of your intention to change your residence to any person who has custody, access, decision-making responsibility or parenting time with respect to the child.

Whether or not you have to use this form to give notice depends on the effect that your change in residence has on your relationship with the child in your contact order.

* If your change is not expected to have a significant impact on this relationship, the notice has to be in writing, and must, at a minimum, set out the expected date of your change in residence, the address of your new residence and your new contact information.
* However, if you are planning a move that is likely to have a **significant impact on your relationship with the child**, you must use this form to notify everyone who is entitled to notice.

However, the court can make an order that changes the usual rules about notice. For example, there are some situations in which giving notice might not be appropriate or safe, like when there is a risk of family violence. In such situations, you may apply to a court for an order that says that you don’t have to give notice or changes what you have to do.

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| **INSTRUCTIONS: It is recommended that you type or print when you fill in the form**1. **Who receives this notice of change in place of residence?** You must use this form to give notice of your intention to change your residence (where the change is likely to have a significant impact on your relationship with the child) to any person who has decision-making responsibility or parenting time with respect to the child (which means they have a court order giving them custody, access, parenting time or decision-making responsibility).
2. **When do you have to give notice of change in place of residence?** You are required to provide this notice to everyone who has an order described above, each time you plan to change your residence, where that change is likely to significantly impact your relationship with the child.
3. **When must you give notice?** You must provide notice to them **at least 60 days** before the date you expect to move.
4. **Can anyone object to my change in place of residence?** No. The *Children’s Law Reform Act* does not provide for objections to your change in residence, only the right to be notified.

**Other Recommended Best Practices:** 1. You can use the same form for more than one child, as long as they are all part of the same court order under the *Children’s Law Reform Act* giving you contact.
2. **Attach a copy of the order** – You should attach a copy of your most recent contact order to this notice so that everyone has the same information about current contact arrangements. If the most recent contact order does not reflect the current contact arrangement, you may also want to attach a description of the current contact arrangement.
3. **Keep a copy of the notice & get confirmation** – You should keep a copy of the notice for your own records. Where feasible, you may also want to ask the people to whom you have provided notice to send you a confirmation in writing that they received the notice and when, and you should keep a copy of that confirmation.
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| **NOTICE OF CHANGE IN Place of RESIDENCE Form - PERSON WITH CONTACT** |
| **Part A – Information about the person giving notice** |
| Full Legal Name |  |
| Current Address |  |
| Current Phone Number |  | Current Email Address |  |
| **Part B – Children with contact** |
| *Provide the name(s) of any child(ren) with whom you have contact under a contact order* |
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| **Expected date of change in place of residence**:  |
| Address of new place of residence: *(Provide as much detail as you can at this time)* |

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| New contact information: *(Provide as much detail as you can at this time)**Email address:* *Phone number:*  |
| **Part C – Names of the people who are receiving this Notice of Change in Place of Residence**  |
| *You must provide this notice to everyone who has parenting responsibilities for the child(ren) under a Children’s Law Reform Act order (custody, access, parenting time or decision-making responsibility). Include the names of all people who will be receiving the notice on each form.* |
| **Part D – Proposal to change contact arrangements** |
| *Provide a proposal regarding how contact could be exercised after the move takes place. Some of the issues you may want to include are:** *If the current contact arrangement will need to change after the move, what is your proposal for a new arrangement? How will this fit into the children’s schedule?*
* *Are there other ways contact could happen after the move, for example by phone or electronic communication?*
* *Will the child(ren) need to travel to spend time with you? If so, how will they travel and what will the arrangements be (including if they will need to be accompanied)? What would the estimated travel costs be? Who will cover the travel costs? Who will accompany the child(ren) and who will cover those costs? Who will make the travel arrangements?*
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| **Proposal:** |
| **Part E – Attachments (optional)** |
| *Indicate if you have attached any of these documents to this notice. These attachments are optional.** [ ]  A copy of the contact order
* [ ]  A description of the current contact arrangement (on a separate page)
* [ ]  Other – please specify:
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| **Part F – Signature of person giving notice** |
|  |  |  |  |  |
|  | Signature |  | Date (DD/MM/YYYY) |  |