

Notes to help with completing the Application for Registration – Individual/Partnership/Body Corporate form

Section 1 – Type of Application

All applicants complete this section.

In this section we need to know about who is applying to register. The Department of Health and Social Care (DHSC) registers a 'person' to provide a care service at a particular premises. A 'person' may be an individual, a body corporate or a partnership.

Please provide name and address etc of the proposed care service in this section, e.g. 'All Day Nursery' or 'Island Care Home' and the premises where the service will be based.

Individual applicants go to Section 2

Body Corporate applicants go to Section 3

Section 2 – Applicant details: Individual / Partnership Application

This section to be completed by:

- individual applicants
- partnership (referring to a partnership established by law; this does not include, for example, husband and wife).

This section asks for information about your name and address and how to get in touch with you.

We need to know where you have lived for the last five years, including the dates you moved in and out of each address. It is important that you give the full postal address including the postcode. You should include any overseas addresses if applicable.

Please provide the details of all other addresses where you have lived in the last five years. You must provide five years of continuous addresses including any overseas addresses as applicable. Please continue on a separate sheet if necessary.

If you have lived outside the United Kingdom within the last five years, in certain circumstances we will ask you to obtain a police check or certificate of good conduct from any country in which you have lived.

We will increasingly use email to contact people.

You must provide an email address that is not accessed by anyone other than you or your nominated person. The email address must not be a generic email, such as info@careservice.com, that may be accessed by staff members. This is because we may need to send personal data to you which should not be read by anyone else. By ticking the 'Yes' box you consent to us sending correspondence to you via email as your preferred method.

We ask for more information on you in Section 4 and in Section 9, which requests consent to carry out checks.

We will send all legal documents and postal correspondence to the individual applicant named in this section at the address given. If you do not have a secure business address, please enter your home address here.

Partnership applicants - one person to complete their details on this application form; other partner(s) to complete their details on a 'Partnership Application form'.

Please go to section 4

Section 3 – Applicant details: Body Corporate

This section asks for information on the body corporate that is applying to be the registered person.

To be completed by the Nominee as the body corporate's responsible person.

If you are a body corporate, including a group of individuals, applying to provide a care service, you should nominate a person to progress the application for registration and to represent the body corporate in its dealings with us. This should be a committee member, partner, director or someone in a comparable position. We will send all legal documents and correspondence to the nominated person at the body corporate's address.

If you have a name for your body corporate such as 'cooperative' please give this name. Please do not enter the provision name, for example 'All Day Pre-school' here. This name should go into Section 1 of the application.

We will send all legal documents and postal correspondence to the address entered as the body corporate's address.

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You must provide an email address that is not accessed by anyone other than you or your nominated person. The email address must not be a generic email, such as info@careservice.com, that may be accessed by staff members. This is because we may need to send personal data to you which should not be read by anyone else. By ticking the 'Yes' box you consent to us sending correspondence to you via email as your preferred method.

We need to ask for details about all individuals who make up the body corporate. This is because the law requires us to make sure each person is suitable to provide a care service. In the table, list the full names of partners, committee members, directors applying to register as a body corporate providing a care service.

A Directors or Officers of a Body Corporate Declaration form is required to be completed by each director other than the Nominee (Responsible Person) who will complete their details on this form.

Section 3 continued on page 5

Section 3 continued: Applicant details body corporate

This section to be completed by the Nominee as the body corporate's 'Responsible Person'; the nominee must be an officer of the body corporate who is responsible for supervising the overall management of the service. This section asks for information about your name and address and how to get in touch with you. We will increasingly use email to contact people.

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Please provide the details of all other addresses where you have lived in the last five years. You must provide five years of continuous addresses including any overseas addresses as applicable. Please continue on a separate sheet if necessary.

If you have lived outside the United Kingdom within the last five years, in certain circumstances we will ask you to obtain a police check or certificate of good conduct from any country in which you have lived.

We will increasingly use email to contact people. You must provide an email address that is not accessed by anyone other than you or your nominated person. The email address must not be a generic email, such as info@careservice.com, that may be accessed by staff members. This is because we may need to send personal data to you which should not be read by anyone else. By ticking the 'Yes' box you consent to us sending correspondence to you via email as your preferred method.

We ask for more information on you in Section 4 and in Section 9, which requests consent to carry out checks.

Please go to section 4

Section 4 – All applicants – details continued

This section to be completed by all applicants;

- individuals
- partners
- Nominee (responsible person) on behalf of the body corporate.

This section asks about your current employment details. We also ask that you provide a comprehensive curriculum vitae including all past employment history since leaving full time education. Please explain any gaps and provide reasons for leaving each job.

Section 4 continued on page 7

Section 4 - continued

All applicants please complete.

Asks about professional or care qualifications relevant to the care service being provided; and registration with professional bodies. All applicants complete if applicable.

Section 4 continued on page 8

Section 4 - continued

If you are not managing the day-to-day care for the provision; a manager must be appointed to take control of the day-to-day delivery of care. The manager must complete an Application for Registration – Manager application form. The manager and the registered person may be the same person, but in many cases the registered person may not want to deliver the day-to-day care or may not have the qualifications, knowledge or experience to do so. As the employer, you are responsible for deciding the suitability of the manager to work or be in regular contact with service recipients.

Childminders – under relevant work experience - please complete this section and only complete 'Staff management and support' if you are employing an assistant to look after the children.

For all applicants, we need references to confirm your suitability to provide the proposed care service in your application. Please give the names and addresses of two people from whom references can be obtained. Relatives cannot give you a reference. Where possible, referees should be individuals who have known you in a care service role and/or for a significant period of time. Please ask your referee to reply to our request for references promptly.

Please go to Section 5

Section 5 – The Service

To be completed by all applicants.

We will use the information as a basis for discussion about registration. We will also use it to provide other agencies such as the fire authority and environmental health with information about the type of service you intend to provide.

Childminders – If you intend to look after children overnight please also details in this section and the inspector will discuss this with you during your pre-registration visit.

Section 5 continued on page 10

Section 5 - continued

All applicants please complete.

Please go to Section 6

Section 6 – Description of premises

This questions concern the premises where you intend to provide care. You should identify premises before making an application. It is useful to have found out whether planning permission is needed before making an application as this may cause you delays.

A site plan of the interior and exterior of the property is not required from **childminder applicants**.

Childminder applicants please list; persons who have regular access to your property when childminding is taking place; any persons living, or likely at any time to be living on any premises on which the applicant is, or is likely to be childminding. Please also list any children under the age of sixteen living on the premises where you propose to childmind. Any persons living or who have regular access to the premises to complete an application form and submit a DBS form and criminal conviction certificate.

Section 6 continued on page 12

Section 6 – continued

Body corporate and non-residential services need only complete this section where files and documents are not held at the service.

Please go to Section 7

Section 7 – Security Arrangements

All applicants to complete this section.

This section asks for details of security arrangements for the service; information/records and the premises.

Please go to Section 7

Section 8 – Staffing

This section asks for details of all staff aged 16 or over working for the service. To be completed by all applicants. Please complete staff details in the table or provide a separate staffing list showing the information requested in the table. Confirm whether you have or will obtain the requested information/documents for members of staff.

Childminder applicants - complete details of any assistants you will be employing, in this section.

Please go to Section 9

Section 9 – Disclosure and Declarations

You must complete this section in full, otherwise the form will be returned to you. We need to check if there are certain circumstances that will prevent you from working with or being in regular contact with service recipients, or bring into doubt your suitability. It asks you to make certain declarations and agreements and to sign the form having read and agreed to the information given.

The form will be returned if you have not signed and dated this section.

Some people are disqualified from being involved/working or providing a care service. For details of disqualification offences please reference the Regulation of Care Act 2013- Section 43, 44, 45 and 46. This can be downloaded at: <http://www.gov.im/about-the-government/departments/social-care/registration-and-inspection-unit/new-regulation-of-care-act/>

If you are applying for an exemption from disqualification – please reference the Regulation of Care Act 2013 Section 47.

Part of determining your suitability is carrying out checks, including a check with the Disclosure and Barring Service.

By signing the declaration you are consenting to us carrying out checks and using information

All applicants must pay a fee on application that is non-refundable. An application is not complete until the fee and all required documentation is received. Please read the pages below of documents which must be included with an application.

It is an offence to knowingly make a statement which is false or misleading in an application. If you do this you may be prosecuted and liable for a fine up to £5,000. By signing the form and declaration you are declaring that all the details in your application are true, to the best of your knowledge and belief.

Documents to be submitted with an Application for Registration

PART I – DOCUMENTS ABOUT AN APPLICANT

1. If the applicant is an individual or partnership —
 - (a) certificates or other suitable evidence relating to the applicant's professional or technical qualifications, so far as those qualifications are relevant to providing services for persons for whom services are to be provided at the establishment or by the agency (to be provided in person by the applicant);
 - (b) Disclosure and Barring Service (DBS) form and fee (to be provided in person by the applicant);
 - (c) criminal conviction certificate (to be provided in person by the applicant);
 - (d) a report by a qualified medical practitioner on the mental and physical health of the applicant;
 - (e) the signed consent form allowing DSC to obtain a reference from the applicant's bank expressing an opinion as to the applicant's financial standing;
 - (f) a certificate of insurance for the applicant in respect of liability which may be incurred by the applicant in relation to the establishment or agency in respect of death, injury, public liability, damage or other loss.
2. If the applicant is a body corporate —
 - (a) certificates or other suitable evidence relating to the individual proposed to be the body corporate's responsible person's professional or technical qualifications, so far as those qualifications are relevant to providing services for persons for whom services are to be provided at the care service (to be provided in person by the individual proposed to be the body corporate's responsible person);
 - (b) Disclosure and Barring Service (DBS) form and fee (to be provided in person by the individual proposed to be the body corporate's responsible person);
 - (c) a criminal conviction certificate for the individual proposed to be the body corporate's responsible person (to be provided in person by the individual proposed to be the body corporate's responsible person);
 - (d) a report by a registered medical practitioner on the mental and physical health of the individual proposed to be the body corporate's responsible person's;
 - (e) The signed consent form allowing DSC to obtain a reference from the body corporate's bank expressing an opinion as to the body corporate's financial standing;
 - (f) A certificate of insurance for the body corporate in respect of liability which may be incurred by the body corporate in relation to the establishment or agency in respect of death, injury, public liability, damage or other loss.
3. If the application is for childminder registration for any person over 16 who lives, or is likely at any time to be living, on any premises on which the applicant is, or is likely to be, child minding —
 - (a) Disclosure and Barring Service (DBS) form and fee (to be provided in person); and
 - (b) a criminal conviction certificate (to be provided in person).

PART II – DOCUMENTS ABOUT AN ESTABLISHMENT OR AGENCY

4. For all applicants —
 - (a) a record of the policies and procedures for the care service;
 - (b) a business plan for the care service;
 - (c) a copy of the last two annual reports and accounts of the care service (if any);
 - (d) an organisational chart for the staff employed by the care service.
5. For an establishment —
 - (a) a site plan of the interior and exterior of the property;
 - (b) evidence confirming compliance with the regulations on water supply and water fittings relating to safe storage and outlet temperatures to prevent *legionellosis* and scalding;
 - (c) an electrical inspection certificate showing the premises comply with the current electricity at work regulations and wiring regulations;
 - (d) certificate or report that shows compliance with current gas safety regulations;
 - (e) a report that shows compliance with current food hygiene regulations;
 - (f) a fire risk assessment and where applicable, a report on any recommendations issued by the relevant fire authority;
 - (g) where applicable, a copy of the lease of the premises of the care service;
 - (h) where applicable, a certificate of lift safety;
 - (i) the statement of purpose of the care service.
6. The statement of purpose under paragraph 5(i) must include the following information —
 - (a) the organisational structure of the care service;
 - (b) whether the service requires a manager to be registered;
 - (c) the relevant qualifications and experience of the registered provider and any registered manager;
 - (d) the number, relevant qualifications and experience of the staff working at the care service;
 - (e) the age range of service recipients that the care services intends to meet;
 - (f) the range of needs that the care service intends to meet;
 - (g) whether nursing is to be provided;
 - (h) any criteria used for admission to the care service;
 - (i) for residential care services, the numbers and sizes of the rooms in the home;
 - (j) for residential care services, the arrangements made for service recipients to engage in social activities, hobbies or interests;
 - (k) the arrangements made for consultation with service recipients and/ or their representative about the quality of the care service;
 - (l) the fire precautions and the associated emergency procedures at the care service;

- (m) the arrangements made for dealing with complaints about the service, including those made by staff members about quality of care and service recipient welfare issues;
 - (n) the procedures for the protection and safeguarding of children and vulnerable adults as appropriate;
 - (o) details of the arrangements for the storage and administration of medicines at the care service;
 - (p) details of the arrangements for meeting the service recipients' health needs;
 - (q) the arrangements for setting out a service recipient's plan of care and how that plan is reviewed;
 - (r) details of any specific therapeutic techniques used at the care service and arrangements made for their supervision;
 - (s) the arrangements made for service recipients to engage in their chosen faith;
 - (t) details of how the care service intends to respect privacy, dignity and promote independence and choice and, if these values are restricted either through judicial process or the service user's best interests, the arrangements in place to monitor and review such restrictions.
7. But the requirements in paragraphs 4, 5(a) to (d) and 6 (a), (b), (f), (g), (h) and (q) to (t) do not apply if the application is for childminder registration.