

SCHEDULE 4

Regulation 23

Particulars to accompany an application for registration of a voluntary home

1. The name of the voluntary organisation making the application.
2. The address and telephone number of the registered office or principal office of the voluntary organisation.
3. The names and addresses of the chairman and secretary of, or any other person responsible for the management of, the organisation, their dates of birth and, if the registration authority has requested, their qualifications and experience (if any) of running a home.
4. The name, address and telephone number of the premises in respect of which registration is sought.
5. The name and address of any other home within the scope of Part VIII or IX of the Order, or Part II or III of the Registered Homes (Northern Ireland) Order 1992(1) in respect of which the voluntary organisation has or at any time had a financial interest, and details of that interest.
6. A description of the premises and the area in which the premises are situated and details of any comments made by the environmental health officer for the area or the Fire Authority.
7. Particulars of the accommodation provided for residents in the voluntary home and for the employees and volunteers at the home.
8. The date on which the voluntary home was established or is to be established.
9. Particulars of any other business which is, or will be, carried on in, or from, the same premises as the voluntary home.
10. The name, sex and date of birth of the person in charge, or intended to be in charge, of the voluntary home and whether or not he resides, or is to reside, in the home, together with—
 - (a) the name and address of each person by whom he is, or has been, employed in the past 10 years;
 - (b) the names and addresses of two persons, in addition to those referred to in subparagraph (a), who are willing and able to give a reference as to his suitability to be in charge of a voluntary home;
 - (c) his qualifications, insofar as they are relevant to his employment; and
 - (d) particulars of his health and an undertaking to provide a report by a medical practitioner where the registration authority considers it necessary.
11. The name, sex and date of birth of every person working, or whom it is proposed should work, in the voluntary home (as an employee or otherwise), with particulars of—
 - (a) whether they are or will be resident in the home;
 - (b) whether they are full-time or part-time and, if part-time, the number of hours for which they are or will be employed;
 - (c) the positions they hold or will hold; and
 - (d) any relevant qualifications.
12. Particulars of the equipment, facilities and services provided or to be provided in the voluntary home, and any special arrangements or services for any particular category of children.
13. The arrangements for the storage and administration of medicinal products.

(1) S.I.1992/3204 (N.I. 20)

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

14. The arrangements for medical and dental examinations and treatment.
15. The scale of charges payable in respect of residents in the voluntary home.
16. The arrangements for the education of the children and what contact there is with the education and library board for the area in which the voluntary home is, or is to be, situated.
17. Particulars of any children in residence, including their name, sex and date of birth, and details of who was responsible for their placement in the voluntary home.
18. Particulars of any prospectus or advertisement relating to the voluntary home.
19. The particulars set out in Part I of Schedule 1.