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STATUTORY INSTRUMENTS

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**2013 No. 2668**

**The Providers of Social Work  
Services (England) Regulations 2013**

**PART 3**

**Applications for Registration**

**Information and documents to be provided by an applicant**

- 13.**—(1) An application for registration<sup>(1)</sup> must—
- (a) be in writing on a form approved by the HMCI;
  - (b) be sent or delivered to HMCI;
  - (c) be accompanied by a recent photograph of the responsible individual;
  - (d) give the information that the applicant is required to provide in accordance with paragraphs (2) to (4).
- (2) A person who is seeking to be registered as a registered provider must provide to HMCI—
- (a) full information in respect of the matters set out in Parts 1 and 2 of Schedule 3 and, if HMCI so requests, full information in respect of the matters set out in Part 3 of that Schedule; and
  - (b) the documents listed in Schedule 4.
- (3) Subject to paragraph (4), a person who is seeking to be registered as a registered manager must provide to HMCI—
- (a) information in respect of each of the matters set out in Part 1 of Schedule 5; and
  - (b) the documents listed in Part 2 of that Schedule.
- (4) Where a person has already provided full information in respect of any matter in relation to an earlier application for registration and that information has not changed, the person must inform HMCI of that fact and does not have to provide the information in respect of that matter.

**Interview**

**14.** The responsible individual or the applicant must, if HMCI so requests, attend an interview for the purpose of enabling HMCI to determine whether the applicant is fit to be a provider, or manager as the case may be, of the social work service.

**Notice of changes**

**15.** The applicant must give notice to HMCI of any changes to the information or documents provided under this Part which occur after the application for registration is made and before it is determined.

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(1) Section 12(2)(b) of the Care Standards Act 2000 also provides that the application must give other information which the registration authority reasonably requires the applicant to give.

**Information as to staff engaged after application made**

**16.** Where an applicant applies for registration as a provider of a social work service and, before the application is determined, engages a person to work the applicant must, in respect of each person so engaged—

- (a) obtain the information specified in Part 3 of Schedule 3 and the documents listed in paragraph 9 of Schedule 4; and
- (b) provide to HMCI, if requested, any of the information or documents which the applicant is required to obtain under sub-paragraph (a).