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STATUTORY INSTRUMENTS

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**2001 No. 3969**

The National Care Standards Commission  
(Registration) Regulations 2001

PART II

APPLICATIONS FOR REGISTRATION

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

- 3.—(1) An application for registration shall—
- (a) be in writing on a form approved by the Commission;
  - (b) be sent or delivered to the Commission;
  - (c) be accompanied by a recent photograph of the responsible person, of whom the photograph shall be a true likeness;
  - (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 person who carries on an establishment or agency shall provide to the Commission—
- (a) full information in respect of the matters listed in Parts I and II of Schedule 1;
  - (b) the documents listed in paragraphs 1 to 3 and 5 to 9 of Schedule 2;
  - (c) the documents listed in paragraphs 4 and 10 of Schedule 2, except where any certificate or information on any matters referred to in those paragraphs is not available to an individual because any provision of the Police Act 1997(1) has not been brought into force.
- (3) A person who is seeking to be registered as a manager in respect of an establishment or agency shall provide to the Commission—
- (a) full information in respect of each of the matters listed in Part I of Schedule 3;
  - (b) the documents listed in paragraphs 9 to 11 of that Schedule;
  - (c) the documents listed in paragraphs 12 and 13 of that Schedule, except where any certificate or information on any matters referred to in those paragraphs is not available to the person because any provision of the Police Act 1997 has not been brought into force.
- (4) A person who is seeking to be registered in respect of an establishment or agency of a description specified in column (1) below shall provide to the Commission full information in respect of each of the matters listed in the Schedule specified in the corresponding entry in column (2) below.

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(1)	(2)
Establishment or agency	Schedule
Care home	Schedule 4

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(1) 1997 c. 50. Sections 113 and 115, as amended, have not yet been brought into force.

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*Status: This is the original version (as it was originally made).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

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(1) Establishment or agency	(2) Schedule
Children's home	Schedule 5
Independent hospital, independent clinic, or independent medical agency	Schedule 6

(5) If the Commission so requests, the applicant shall provide full information to the Commission in respect of the matters listed in Part III of Schedule 1 in relation to any person specified for this purpose by the Commission who works, or is intended to work, at the establishment or for the purposes of the agency.

(6) The applicant shall provide to the Commission any other information or documents that it may reasonably require in relation to his application for registration.

### Convictions

4. Where the Commission asks the responsible person for details of any criminal convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974<sup>(2)</sup> and informs him at the time the question is asked that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975<sup>(3)</sup> spent convictions are to be disclosed, he shall supply in writing to the Commission details of any spent convictions that he has.

### Interview

5. The responsible person shall attend an interview for the purpose of enabling the Commission to determine whether the applicant is fit to carry on or manage the establishment or agency in respect of which the applicant seeks to be registered.

### Notice of changes

6. The applicant shall give notice in writing to the Commission of any change specified below which occurs after the application for registration is made and before it is determined—

- (a) any change of the name or address of the applicant or any responsible person;
- (b) where the applicant is a partnership, any change of membership of the partnership;
- (c) where the applicant is an organisation, any change of director, manager, secretary or other person responsible for the management of the organisation.

### Information as to staff engaged after application made

7.—(1) Where an applicant applies for registration as a person who carries on an establishment or agency, and before the application is determined, engages a person to work at the establishment or for the purposes of the agency, he shall, in respect of each person so engaged—

- (a) obtain the information specified in paragraphs 16 and 17 of Schedule 1 and, except where paragraph (2) applies, the documents specified in paragraph 10 of Schedule 2, in relation to the position in which the person is to work;
- (b) provide to the Commission, if it so requests, any of the information or documents which he is required to obtain under paragraph (a).

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(2) 1974 c. 53.

(3) S.I.1975/1023.

(2) This paragraph applies where any certificate or information on any matters referred to in paragraph 10 of Schedule 2 is not available to an individual because any provision of the Police Act 1997 has not been brought into force.