

## SCHEDULE 1

Information to be supplied on an application for registration  
as a person who carries on an establishment or agency

### PART 2

Information about the establishment or agency

5. The name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of the establishment or agency.

6. Where the establishment or agency is being operated from more than one site the name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of each site.

7. The description of establishment or agency by reference to a description of establishment or agency specified in section 4(8)(a) or (9)(a) of the Act in respect of which the applicant seeks to be registered.

8. The statement of purpose of the establishment or agency.

9. A statement as to the accommodation, facilities and services which are to be provided by the establishment or agency including the extent and, where appropriate, location of such accommodation, facilities and services and where the agency is being operated at more than one site details of the accommodation, facilities and services at each site.

10. Where applicable, details of any travel arrangements between sites.

11. The date on which the establishment or agency was established or is proposed to be established.

12. Details of the scale of charges payable by the service users.

13. In respect of each of the premises to be used by an establishment—

- (a) a description of the premises, including a statement as to whether the premises are purpose-built or have been converted for use as an establishment;
- (b) a description of the area in which the premises are located.

14. In respect of the premises to be used by an establishment or for the purposes of an agency, a statement as to whether, at the date the application is made, the premises are capable of being used for the purpose of—

- (a) achieving the aims and objectives set out in the statement of purpose of the establishment or agency; and
- (b) providing facilities and services in accordance with the statement referred to in paragraph 9,

without the need for planning permission, building works, or conversion of the premises and, if the premises are not capable of such use at the date the application is made, details of the permission, works or conversion needed.

15. A statement as to the security arrangements, including arrangements for the purposes of—

- (a) safeguarding access to information held by the establishment or agency; and
- (b) restricting access from adjacent premises or, when the premises form part of a building, from other parts of the building.

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

16. The name and address of any other establishment or agency, of a description specified in section 4(8)(a) or (9)(a) of the Act, which the applicant has or has had a business or financial interest, or at which the applicant is or has been employed, and details of such interest or employment.

17. Whether any other business is or will be carried on in the same premises as those of the establishment or agency and, if so, details of that business.

**Information about staff posts**

18. A list of staff posts at the establishment and the duties and responsibilities attaching to each post.