

SCHEDULE 3

Regulation 3(3)

Information and documents to be supplied on an application for registration as the manager of an establishment or agency

PART 1

Information

1. The applicant's full name, date of birth, current address and telephone number.
2. Where applicable, any other addresses the applicant has lived at within five years of making the application.
3. Details of the applicant's professional or technical qualifications, and experience of managing an establishment or agency, so far as such qualifications and experience are relevant to providing services for persons for whom services are to be provided at the establishment or by the agency.
4. Details of the applicant's professional training relevant to carrying on or managing an establishment or agency.
5. Details of the applicant's employment history, including the name and address of their present employer and of any previous employers.
6. Details of any business the applicant carries on or manages or has carried on or managed.
7. The name and addresses of two referees—
 - (a) who are not relatives of the applicant;
 - (b) each of whom is able to provide a reference as to the applicant's competence to manage an establishment or agency of the same description as the establishment or agency; and
 - (c) one of whom has employed the applicant for a period of at least 3 months,but the requirement for the name and address of a referee who has employed the applicant for a period of at least 3 months shall not apply where it is impracticable to obtain a reference from a person who fulfils that requirement.
8. The name, address, telephone number, facsimile number (if any), and electronic mail address (if any) of the establishment or agency.

PART 2

Documents

9. The applicant's birth certificate.
10. Certificates or other suitable evidence relating to the applicant's professional or technical qualifications, so far as such qualifications are relevant to providing services for persons for whom services are to be provided at the establishment or by the agency.
- 11.—(1) Subject to sub-paragraph (2), a report by a general medical practitioner as to whether the applicant is physically and mentally fit to manage an establishment or agency of the same description as the establishment or agency.
(2) Where the applicant is unable to obtain the report referred to in sub-paragraph (1), a statement by the applicant as to the state of his physical and mental health.

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

12.—(1) An enhanced criminal record certificate issued under section 113B of the Police Act 1997 and, as applicable, suitability information relating to vulnerable adults (as defined in section 113BB(2) of that Act) or suitability information relating to children (as defined in section 113BA(2) of that Act) or both; and

(2) the application for that certificate which was signed by the CI.