


| | | |
|--|--|---|
| DCD Unincorporated body | Health Information and Quality Authority (HIQA) Application to renew registration of a designated centre for persons (children and adults) with disabilities (DCD) |  |
|--|--|---|

| | |
|--|--|
| Designated centre name (Max. 100 Characters) | |
| Centre ID (OSV) | |
| Registered provider name (Unincorporated body name) | |
| Registration start date | |
| Registration expiry date | |

Please check this registration pack applies to you.

You should make sure:

- You are applying to **renew** the registration of a designated centre.
- The applicant is an **unincorporated body**.
- You are providing a residential service for persons with **disabilities** (DCD).

Your registration pack is made up of three sections.


We will process your application on receipt of:

- **Section 1.** Application Form (including statement of purpose and floor plans), and
- **Section 2.** Application Fee.

Your application should also be accompanied by:

- **Section 3.** Prescribed Information.

Please read our guidance when completing each section. Our guidance is available to download from our website www.hiqa.ie.

| | | |
|--------------------------------|---|---|
| DCD Section 1 | Health Information and Quality Authority Application form |  <p>Health Information and Quality Authority <small>An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte</small></p> |
|--------------------------------|---|---|

| Section 1.1 Designated centre details | |
|--|--|
| Centre address | |
| Eircode | |
| Centre phone number | |
| Fax number (if applicable) | N/A <input type="checkbox"/> |
| Website (if applicable) | N/A <input type="checkbox"/> |
| Date of establishment | |
| Please state the maximum number of residents that can be accommodated at the designated centre. | |
| Are you applying to register new beds with this application? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes , please state the number of additional beds you wish to register. | |

Section 1.1 Designated centre details

What is the number of **beds** at the designated centre you are **applying to renew**?

Who will be accommodated?

Adults

Children

Section 1.2 Facilities and Services

Please state if the designated centre comprises one or more **buildings**? Please tick **one** box and complete either subsection 1.2.1 **or** subsection 1.2.2

Subsection 1.2.1 Designated centre is comprised of **one** building. ☐

Subsection 1.2.2 Designated centre is comprised of **more** than one building. ☐

Subsection 1.2.1 Designated centre is comprised of **one** building

| | | |
|---|--------------------------------|--|
| Is the applicant owner or tenant? | Owner <input type="checkbox"/> | Tenant <input type="checkbox"/> |
| If you ticked tenant , please state the owner's name and address (including Eircode) | | |
| Please state the start and end date of the lease agreement | Start date | End date |
| Will the applicant or any staff member reside at the designated centre? | Applicant | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Staff member | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Subsection 1.2.2 Designated centre is comprised of **more** than one building

How **many** buildings does the designated centre comprise?

Please complete '**subsection 1.2.3 building details**' for each building where the designated centre is comprised of more than one building.

Subsection 1.2.3 Building details

Building 1.

| | | | |
|---|---------------------------------|-----------------------------------|-----------------------------|
| Building address | | | |
| Eircode | | | |
| Who will be accommodated? | Adults <input type="checkbox"/> | Children <input type="checkbox"/> | |
| Number of beds in this building you are applying to register | | | |
| Is the applicant owner or tenant? | Owner <input type="checkbox"/> | Tenant <input type="checkbox"/> | |
| If you ticked tenant , please state the owner's name and address | | | |
| Eircode | | | |
| Please state the start and end dates of the lease agreement | Start date | End date | |
| | | | |
| Will the applicant or any staff member reside at the building? | Applicant | Yes <input type="checkbox"/> | <input type="checkbox"/> No |
| | Staff member | Yes <input type="checkbox"/> | <input type="checkbox"/> No |

Subsection 1.2.3 Building details (cont.)

Building 2.

| | | | |
|---|---------------------------------|-----------------------------------|-----------------------------|
| Building address | | | |
| Eircode | | | |
| Who will be accommodated? | Adults <input type="checkbox"/> | Children <input type="checkbox"/> | |
| Number of beds in this building you are applying to register | | | |
| Is the applicant owner or tenant? | Owner <input type="checkbox"/> | Tenant <input type="checkbox"/> | |
| If you ticked tenant , please state the owner's name and address | | | |
| Eircode | | | |
| Please state the start and end dates of the lease agreement. | Start date | End date | |
| | | | |
| Will the applicant or any staff member reside at the building? | Applicant | Yes <input type="checkbox"/> | <input type="checkbox"/> No |
| | Staff member | Yes <input type="checkbox"/> | <input type="checkbox"/> No |

Subsection 1.2.3 Building details (cont.)

Building 3.

| | | | |
|--|---------------------------------|-----------------------------------|-----------------------------|
| Building address | | | |
| Eircode | | | |
| Who will be accommodated? | Adults <input type="checkbox"/> | Children <input type="checkbox"/> | |
| Number of beds in this building you are applying to register | | | |
| Is the applicant owner or tenant? | Owner <input type="checkbox"/> | Tenant <input type="checkbox"/> | |
| If you ticked tenant , please state the owner's name and address. | | | |
| Eircode | | | |
| Please state the start and end dates of the lease agreement. | Start date | End date | |
| Will the applicant or any staff member reside at the building? | Applicant | Yes <input type="checkbox"/> | <input type="checkbox"/> No |
| | Staff member | Yes <input type="checkbox"/> | <input type="checkbox"/> No |

If your designated centre comprises of more than three buildings, please continue on a separate photocopy of section 1.2.3.

Section 1.3 Registered provider (Unincorporated body)

Unincorporated body **name**

Email (for billing purposes)*

Please tick **one box** and go to the relevant section.

There has been no change to the unincorporated body information submitted with your previous application to register or renew.

☐

Please go to subsection 1.4.1 (page 11).

There has been a change to the unincorporated body information submitted with your previous application to register or renew.

☐

Please go to section 1.4 (page 9) and complete the section in full including updated information and also complete subsection 1.4.1 (page 11).

* You can specify a separate email address for the payment of the annual fee. If this is blank it will be sent to the registered provider email address.

Section 1.4 Registered provider details (Unincorporated body)

| | |
|---|------------------------|
| Address of the office of the unincorporated body | |
| Eircode | |
| Phone number of the office of the unincorporated body | |
| Email address of the unincorporated body | |
| Name of the Manager or Chairperson of the unincorporated body | (Title, Name, Surname) |
| Business address of the manager or chairperson (including Eircode) | |
| Business phone number of the manager or chairperson | |
| Business mobile number (optional) | |
| Business email address of the manager or chairperson | |

Section 1.4 Registered provider details (Unincorporated body)

What is the **number** of **members** of the unincorporated body committee of management or other controlling body?

Please state the **name of each** member of the committee of management or other controlling body.

| Title | Name | Surname |
|-------|------|---------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |

Section 1.4 Registered provider details (Unincorporated body)

| Title | Name | Surname |
|-------|------|---------|
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |

Subsection 1.4.1 Registered Provider Representative*

| | |
|---|------------------------|
| Name of the Registered Provider Representative | (Title, Name, Surname) |
| Business phone number for the registered provider representative (during office hours) | |
| Business mobile number for the registered provider representative | |
| Business email address for the registered provider representative | |

* For a definition of the Registered Provider Representative please read our guidance available to download from our website www.higa.ie.

Section 1.5 Management and staff details

| | |
|---|--|
| Name of the person in charge [†] of the designated centre | |
| Name or names of each person participating in management [†] at the designated centre Please continue on a separate photocopy of this section, if necessary. | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

[†] Please read our guidance for the definition of a person in charge and a person participating in management. Our guidance is available to download from our website www.hiqa.ie.

Section 1.5 Management and staff details

Please state the name of the person who will be responsible for the management of the designated centre during planned periods of absence.

Please provide the arrangements for the management of the designated centre when the person in charge is absent (for less than 28 days).

Section 1.6 Contact person

| | |
|---|--|
| Name of the contact person [†] (for the purpose of processing the registration pack) | |
| Business phone number (during office hours) | |
| Business mobile number (optional) | |
| Business email address | |
| What is the person's role ? | |

[†] Please read our guidance for the definition of a contact person. Our guidance is available to download from our website www.hiqa.ie

Section 1.7 Information you must submit with your application form

| A complete [§] application must include the following information: | Enclosed |
|---|--------------------------|
| <p>1. A copy of final floor plans as-built to scale, for each building that comprises the designated centre. On the plans you must:</p> <ul style="list-style-type: none"> ▪ Outline in red all parts of the designated centre. ▪ Outline in blue all overnight accommodation (bedrooms). ** | <input type="checkbox"/> |
| <p>2. You must enclose a copy of the statement of purpose and function with this application.</p> | <input type="checkbox"/> |
| <p>3. You must enclose proof of payment of application fees in the form of an Electronic Funds Transfer (EFT) with this application.</p> | <input type="checkbox"/> |


[§] You must submit a complete application as per the Health Act 2007 and regulations thereunder.

**For more detailed guidance please refer to the Registration renewal and variation application handbook which is available on our website www.hiqa.ie

Section 1.8 Declaration by the registered provider

| | |
|---|---|
| Name (print) | |
| Position | <div>Member of the committee of management or other controlling authority of the unincorporated body <input type="checkbox"/></div> <div>Authorised signatory for and on behalf of the unincorporated body** <input type="checkbox"/></div> |
| Signed | |
| Date | |
| Contact number (during office hours) | |

** A letter of authorisation notifying the Chief Inspector of the appointment of an authorised signatory must be sent by post in advance of the authorised signatory exercising signing authority. This letter must contain certain information which is set out in our Regulatory Notice which is available to download from our website www.hiqa.ie

| | | |
|--------------------------------|---|---|
| DCD Section 2 | Health Information and Quality Authority Application fee^{††} |  Health Information and Quality Authority An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte |
|--------------------------------|---|---|

Section 2.1 What is the application fee?

| | | |
|--|------|--------------------------|
| The application fee must accompany your application. | Paid | Date paid |
| Application to renew | €500 | <input type="checkbox"/> |


Section 2.2 How to pay the application fee?

You should:

- **Pay** via Electronic Funds Transfer (EFT).
- **Quote** the following information to the bank when making your payment.

| | |
|-----------------------|--|
| Centre ID (OSV) | This number has been issued to you by HIQA |
| Centre name | Name of the designated centre. |
| Account name | Health Information and Quality Authority |
| Bank name and address | Danske Bank, 3 Harbourmaster Place, IFSC, Dublin 1, D01 K8F1 |
| Bank sort code | 95-15-99 |
| Account number | 80006688 |
| IBAN | IE94 DABA 9515 9980 0066 88 |
| Swift/BIC | DABA IE 2D |

^{††} Each application must be accompanied by an application fee as per the Health Act 2007 and regulations thereunder.

| | | |
|--------------------------------|---|--|
| DCD Section 3 | Health Information and Quality Authority Prescribed information |  Health Information and Quality Authority <small>An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte</small> |
|--------------------------------|---|--|

| Section 3.1 Prescribed information supplied with the previous application | | |
|--|--------------------------|--------------------------|
| Has there been a change to the prescribed information for the registered provider ? Please tick either the 'Yes' or 'No' box: | Yes | No |
| 1. Proof of identity of the unincorporated body. ^{††} | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Details of any previous experience of the unincorporated body carrying on the business of a designated centre or similar service. | <input type="checkbox"/> | <input type="checkbox"/> |
| Has there been a change to the prescribed information for the person in charge ? Please tick either the 'Yes' or 'No' box: | Yes | No |
| 1. Information supplied in the personal information form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Photo identification. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Relevant qualifications. | <input type="checkbox"/> | <input type="checkbox"/> |
| Has there been a change to the prescribed information for any person participating in management ? Please tick either the 'Yes' or 'No' box: | Yes | No |
| 1. Information supplied in the personal information form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Photo identification. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Relevant qualifications. | <input type="checkbox"/> | <input type="checkbox"/> |

^{††} Please read our guidance for details of what we will accept as proof of identity for the unincorporated body.
Our guidance is available to download from our website www.hiqa.ie.

Section 3.2 Prescribed information to accompany your application to renew

| The following prescribed information must accompany your application to renew form, unless recently submitted: | Enclosed | Recently submitted |
|---|--------------------------|--------------------------|
| 1. Up-to-date prescribed information where a change has been identified in section 3.1 (page 17). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Current unincorporated body self-declaration form. ^{§§} | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Copy of a current Garda vetting disclosure for the person in charge and each person participating in management. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Current medical declaration form ^{***} for the person in charge and each person participating in management. | <input type="checkbox"/> | <input type="checkbox"/> |
| If you have ticked the 'recently submitted' box above, please provide the centre name, centre ID (OSV), and date the documentation was submitted. ^{†††} | | |
| | | |

^{§§} Unincorporated body self-declaration form is enclosed with your registration pack.

^{***} Medical declaration form is enclosed with your registration pack.

^{†††} Please read our guidance for an explanation of recently submitted and valid documentation. Our guidance is available to download from our website www.hiqa.ie.

Section 3.3 Prescribed information for the designated centre

| | |
|---|--------------------------|
| You must send us the following prescribed information with your application to renew. Documentation should be dated currently, that is to say the date is current or the document has not expired. | Enclosed |
| 1. Evidence that the designated centre complies with the planning and development acts and any building bye-laws that may be in force. | <input type="checkbox"/> |
| 2. A copy of the written guide produced for residents and an example of any brochure or advertisement used or to be used for the designated centre. | <input type="checkbox"/> |
| 3. A copy of any contracts of insurance. | <input type="checkbox"/> |

You should post your registration pack to:

Registration Office
Regulatory Support Services
Health Information and Quality Authority
Unit 1301, City Gate
Mahon, Cork
T12 Y2XT

Telephone no: (021) 240 9340

Email: registration@hiqa.ie