


NF60 Form	Health Information and Quality Authority Declaration of Occupancy *	 Health Information and Quality Authority <small>An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte</small>
----------------------	---	--

Section 1. Centre details.	
Centre name	
Centre ID (OSV)	
Registered Provider name (such as company name)	

Section 2. Declaration of occupancy		
Please tick the relevant date of declaration and state the year.		
1 January	<input type="checkbox"/>	Year
1 May	<input type="checkbox"/>	Year
1 September	<input type="checkbox"/>	Year
I declare that the total number of residents accommodated at the designated centre on the above date is:		<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
Please state the number in words: _____		

* This form should be returned to before the 15th day of the calendar month which the payment falls due, that is, either 1 January, 1 May, or 1 September.

Section 3. Declaration by the registered provider

I, the undersigned, declare that the information I have provided in this notification form is true to the best of my knowledge and belief.

Name (print)	
Position	Director <input type="checkbox"/>
	Partner <input type="checkbox"/>
	Individual/sole trader <input type="checkbox"/>
	Member of the committee of management or other controlling authority of the unincorporated body <input type="checkbox"/>
	Person responsible on behalf of the statutory body <input type="checkbox"/>
	Authorised signatory for and on behalf of the registered provider [†] <input type="checkbox"/>
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.higa.ie

The most secure and convenient way to submit the notification form and prescribed information is through the HIQA Portal:

<https://portal.hiqa.ie/User/Login?ReturnUrl=%2f>

Should you wish to continue in hardcopy, please post the form 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