



Digital Portal: Application to register a care service – Organisation applicant

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Application Stages

- Before you begin
 - Guidance on applying
 - You registration and the law
 - Disclosure Scotland
 - Definitions of care service types
 - Scottish Social Services Council (SSSC)
 - Data protection statement
 - What happens next?
- Provider entity type**
 - Register a care service

Home > Overview > Edit

Before you begin

Provider entity type

Application number RA003

Version 1.4

On the **Provider entity type** page, you are required to select who will be providing the care service

Who will be providing the care service?

Individual

Organisation

For this example we will select **Organisation** and click to save and continue

[Save and continue](#) [Save as draft](#) [Exit without saving](#)

Application Stages

- Before you begin
 - Guidance on applying
 - You registration and the law
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 - Definitions of care service types
 - Scottish Social Services Council (SSSC)
 - Data protection statement
 - What happens next?
 - Provider entity type
- Register a care service**
 - Details of the applicant organisation
 - Details of the service
 - Details of the manager
 - Summary

Home > Overview > Edit

Before you begin

Register a care service

Application number RA003

Version 1.4

Now that we have identified the **Provider entity type**, the links to complete the registration form are made available in the navigation bar

What type of care service are you applying for?

- Support service
- Care home service
- School care accommodation service
- Nurse agency
- Childcare agency
- Secure accommodation service
- Offender accommodation service
- Adoption service

Application Stages

- ▼ [Before you begin](#)
 - ✓ [Guidance on applying](#)
 - ✓ [You, registration and the law](#)
 - ✓ [Disclosure Scotland](#)
 - ✓ [Definitions of care service types](#)
 - ✓ [Scottish Social Services Council \(SSSC\)](#)
 - ✓ [Data protection statement](#)
 - ✓ [What happens next?](#)
 - ✓ [Provider entity type](#)
- Register a care service**
- ▶ [Details of the applicant organisation](#)
- ▶ [Details of the service](#)
- ▶ [Details of the manager](#)
- ▶ [Summary](#)

Home > [Overview](#) > Edit

Before you begin

Register a care service

Application number RA003

Version 1.4

What type of care service are you a

- Support service
- Care home service
- School care accommodation service
- Nurse agency
 - A nurse agency is a service which consists of or includes supplying, or introducing to persons who use the service, registered nurses, registered midwives or registered health visitors
- Childcare agency

First we need to declare what type of care service we wish to register.

We will choose **Nurse agency** for this example. Then click the **Save and continue** button.

Application Stages

- ▶ [Before you begin](#)
- ▼ [Details of the applicant organisation](#)
 - ✓ [Type of organisation](#)
 - ✓ [Details of an organisation](#)
 - Person authorised to complete the application**
 - [Organisation legal entity information](#)
 - [Associated companies](#)
 - [Details of relevant individuals](#)
 - [Convictions and prosecutions](#)
 - [Previous involvement in care services](#)
 - [Information about the applicant organisation](#)
 - [Invoicing contact details](#)
- ▶ [Details of the service](#)
- ▼ [Details of the manager](#)

Home > [Overview](#) > Edit

Details of the applicant organisation

Person authorised to complete the application

Application number

Now we can start to enter information into the rest of the registration form

Version 1.4

Details of person completing the application on behalf of the organisation

We will send correspondence and enquires about the application to this person.

First name

Surname

Postcode

DD1 4NY Find address

Please select your address

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode

Wherever you are required to enter an address, you can simply type in the postcode and click the **Find address** button

Postcode

DD1 4NY Find address

✓ Please select your address
Office Of The Scottish Charity Regulator,Second Floor,Quadrant House, 9 Riverside Drive,Dundee,DD1 4NY
Scottish Commission For The Regulation Of Care,Compass House,11 Riverside Drive,Dundee,DD1 4NY

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode

Select the correct address from the dropdown menu...

Postcode
DD1 4NY

Scottish Commission For The Regulation Of Care,Compass House,11 Riverside Drive ▾

Address line 1
Scottish Commission For The Regulation Of Care

Address line 2 (optional)
Compass House

Address line 3 (optional)
11 Riverside Drive

Town or city
Dundee

Postcode
DD1 4NY

And the address fields will be populated automatically

[Portal home](#) [Your account](#) [Log out](#)

BETA This is a new service website.

Application Stages

- ▶ [Before you begin](#)
- ▼ [Details of the applicant organisation](#)
 - ✓ [Type of organisation](#)
 - ✓ [Details of an organisation](#)
 - Person authorised to complete the application**
 - [Organisation legal entity information](#)
 - [Associated companies](#)
 - [Details of relevant individuals](#)
 - [Convictions and prosecutions](#)
 - [Previous involvement in care services](#)
 - [Information about the applicant organisation](#)
 - [Invoicing contact details](#)

Details of the applicant organisation

Person authorised to complete the application

Application number RA003213

Version 1.4

Details of person completing the application on behalf of the organisation

We will send correspondence and enquires about the application to this person.

First name

Surname

Note: During the process of filling out the form, you can use the links in the navigation to jump to the pages you are ready to complete. It is not necessary to complete each page in the order displayed.

Application Stages

- ▶ [Before you begin](#)
- ▼ [Details of the applicant organisation](#)
 - ✓ [Type of organisation](#)
 - ✓ [Details of an organisation](#)
 - [Person authorised to complete the application](#)
 - [Organisation legal entity information](#)
 - [Associated companies](#)
 - Details of relevant individuals**
 - [Convictions and prosecutions](#)
 - [Previous involvement in care services](#)
 - [Information about the applicant organisation](#)
 - [Invoicing contact details](#)
- ▶ [Details of the service](#)
- ▶ [Details of the manager](#)
- ▶ [Summary](#)

Home > Overview > Edit

Details of the applicant organisation

Details of relevant individuals

Application number

Version 1.4

Note: When you get to the **Details of relevant individuals** page, you must add at least one person.

The guidance explains who needs to be added for this section.

If you are a public body such as a local authority or a health board, you are not required to fill in this section.

! Any changes you make to relevant individuals here, will also be applied to your other applications and reflected in your provider record immediately.

Please list the names, dates of birth and contact details of every person who is or acts as:

- a director, manager or secretary of the body corporate (where the applicant is a body corporate other than a local authority)
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Application Stages

- ▶ [Before you begin](#)
- ▼ [Details of the applicant organisation](#)
 - ✓ [Type of organisation](#)
 - ✓ [Details of an organisation](#)
 - [Person authorised to complete the application](#)
 - [Organisation legal entity information](#)
 - [Associated companies](#)
 - Details of relevant individuals**
 - [Convictions and prosecutions](#)
 - [Previous involvement in care services](#)
 - [Information about the applicant organisation](#)
 - [Invoicing contact details](#)
- ▶ [Details of the service](#)
- ▶ [Details of the manager](#)
- ▶ [Summary](#)

Home > Overview > Edit

Details of the applicant organisation

Details of relevant individuals

Application number

Version 1.4

Clicking on the **Summary** link is useful for checking which pages have been completed and which still need to be done

! Any changes you make to relevant individuals here, will also be applied to your other applications and reflected in your provider record immediately.

Please list the names, dates of birth and contact details of every person who is or acts as:

- a director, manager or secretary of the body corporate (where the applicant is a body corporate other than a local authority)
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Relevant individuals

Name	Role
There are no relevant individuals to display	

Application summary

Review your information

Application number RA003216

Before you begin

Guidance on applying	
You, registration and the law	
Disclosure Scotland	COMPLETED
Definitions of care service types	COMPLETED
Scottish Social Services Council (SSSC)	COMPLETED
Data protection statement	COMPLETED
What happens next?	COMPLETED
Provider entity type	COMPLETED
Register a care service	COMPLETED

Details of the applicant organisation

Type of organisation	COMPLETED
Details of an organisation	COMPLETED
Person authorised to complete the application	AVAILABLE TO START
Organisation legal entity information	AVAILABLE TO START
Associated companies	AVAILABLE TO START
Details of relevant individuals	AVAILABLE TO START
Convictions and prosecutions	AVAILABLE TO START
Previous involvement in care services	AVAILABLE TO START
Information about the applicant organisation	AVAILABLE TO START
Invoicing contact details	AVAILABLE TO START

Details of the service

The summary page provides links that take you directly to the form pages

Details of the service

Service name and contact details	AVAILABLE TO START
Beginning the service	NOT YET AVAILABLE
Statement of aims and objectives	NOT YET AVAILABLE
Information about people who will use the service	NOT YET AVAILABLE
Staffing	NOT YET AVAILABLE
Policies	NOT YET AVAILABLE
Evaluating the service	NOT YET AVAILABLE
Financial information	NOT YET AVAILABLE
Insurance details	NOT YET AVAILABLE

Details of the manager

Appointment of a manager	AVAILABLE TO START
------------------------------------------	--------------------

! You must complete all the pages before you can pay for and submit your application.

[Pay and submit](#) [Cancel](#)

Pages labelled **NOT YET AVAILABLE** will become available when you have provided the information required for them to become active

Application Stages

- ▶ [Before you begin](#)
- ▶ [Details of the applicant](#)
- ▼ [Details of the service](#)
 - ✓ [Service name and contact details](#)
 - ✓ [Beginning the service](#)
 - ✓ [Statement of aims and objectives](#)
 - ✓ [Information about people who will use the service](#)
 - ✓ [Accommodation and premises](#)
 - ✓ [Staffing](#)
 - | Policies**

[Home](#) > [Overview](#) > [Edit](#)

Details of the service

Policies

Application number: [redacted]

Version 1.4

Protection

Provide a protection policy for the proposed service.

▼ **Accepted file formats**

Ensure that the file names are appropriate and descriptive of what the file contains before uploading. Do not submit two files with the same name.

File upload size is limited to 20 MB.

File types accepted (.bmp, .doc, .docx, .jpeg, .jpg, .pdf, .png, .rtf, .tiff, .txt, .xls, .xlsx, .csv)

Wherever the form requires you to upload a file, you can click the **Accepted file formats** link to check you have the correct type of file to upload

[Home](#) > [Overview](#) > [Summary](#)

Application summary

Review your information

Application number RA003216

Once all the form pages have been completed, you will be able to proceed to payment

Before you begin

Guidance on applying	COMPLETED
You, registration and the law	COMPLETED
Disclosure Scotland	COMPLETED
Definitions of care service types	COMPLETED
Scottish Social Services Council (SSSC)	COMPLETED
Data protection statement	COMPLETED
What happens next?	COMPLETED
Provider entity type	COMPLETED
Register a care service	COMPLETED

Details of the applicant organisation

Type of organisation	COMPLETED
Details of an organisation	COMPLETED
Person authorised to complete the application	COMPLETED
Organisation legal entity information	COMPLETED
Associated companies	COMPLETED
Details of relevant individuals	COMPLETED
Convictions and prosecutions	COMPLETED

[Insurance details](#) COMPLETED

Details of the manager

[Appointment of a manager](#) COMPLETED

Please check the information you have entered is accurate. Once you submit your application, your answers can no longer be changed.

I declare that the details I have given in this application are, to the best of my knowledge, accurate and complete.
Tick box to confirm.

Data protection statement

The Care Inspectorate will process (collect, use, store, disclose etc) personal information on computer and paper files for the purpose of carrying out its functions under the Public Services Reform (Scotland) Act 2010, associated regulations and other legislation. Personal information will only be disclosed to a third party where it is lawful for the Care Inspectorate to do so and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. For further information on how we process personal information please see the Care Inspectorate's Core Privacy Notice.

[Cancel](#)

At the bottom of the **Summary** page, click to declare that the details you have provided are accurate and complete

[Insurance details](#) COMPLETED

Details of the manager

[Appointment of a manager](#) COMPLETED

Please check the information you have entered is accurate. Once you submit your application, your answers can no longer be changed.

I declare that the details I have given in this application are, to the best of my knowledge, accurate and complete.
Tick box to confirm.

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[Cancel](#)

Click the **Pay and submit** button

Registration Fee

You must pay a fee to be registered with us. The maximum limit is set by Scottish Ministers. The fees we collect contribute to our operating costs. View our [current fees](#).

You have told us that you are applying to register
Your registration fee is £220.00

Paying your fee

! You will need to pay your registration fee before we can process your application. The quickest way to pay is online.

Please select a payment type

- Online
- Telephone
- BACS or bank transfer
- Cheque or Postal Order
- Invoice

Online payment

You can make a payment online with your credit or debit card.

When you click 'Continue' you will be taken to GOV UK pay who will process your payment. You will receive an email confirming your payment.

On the **Pay and submit** page, select your payment option.
Instructions regarding your chosen option are displayed below.

You have told us that you are applying to register a Daycare of children service
Your registration fee is £220.00

Paying your fee

! You will need to pay your registration fee before we can process your application. The quickest way to pay is online.

Please select a payment type

- Online
- Telephone
- BACS or bank transfer
- Cheque or Postal Order
- Invoice

Online payment

You can make a payment online with your credit or debit card.

When you click 'Continue' you will be taken to GOV UK pay who will process your payment. You will receive an email confirming your payment.

! Please note that once you submit your application, the fees are non refundable regardless of whether you proceed with your application or if it is refused or withdrawn.

[Submit application](#) [Return to Review your information](#) [Exit without saving](#)

Finally click the **Submit application** button at the bottom of the page to submit your registration application



CI Digital | Registration

[Your account](#) [Log off](#)

[Portal home](#)

BETA This is a new service – your [feedback](#) will help us to improve it. [Learn about the Digital Portal](#) on our website.

Your application has been submitted

The application number is
RA003200

We have sent you a confirmation email.
If you haven't already done so, please arrange to pay your registration application fee. You can find the payment details in your confirmation email.

What happens next

We've sent your application to our registration team. Once we receive your fee, we will begin processing your application.

A member of our business support team will contact you in due course. They will advise if any additional information in relation to your application is required and inform you about the next steps.

You can find [guidance and information about our registration process](#) on our website.

[What did you think of this application?](#) (takes 30 seconds)

Go to [Registration home page](#)

Headquarters

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

web: www.careinspectorate.com

email: enquiries@careinspectorate.com

telephone: 0345 600 9527



@careinspect