



## Digital Portal : Variation of non-premises-based service

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## Contents

Creating and submitting the form	Page 3
Appending information to a submitted form	Page 10
Withdrawing a variation application	Page 12
Granted variations and new conditions	Page 15

## Creating and submitting the form



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## Service overview

### Parkside Support

<b>Care service type:</b>	Support service
<b>Registration number:</b>	CS2023000093
<b>Status:</b>	ACTIVE
<b>Registration date:</b>	01 June 2023
<b>Manager:</b>	Lynda Petrie
<b>Address:</b>	Trumperton House Anytown DD1 4NY

### Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)
- [Apply to vary my conditions](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

From the **Service overview** page, click the **Apply to vary my conditions** link



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## Application to vary conditions

Read the guidance carefully and click the **Continue** button at the bottom of the page

The Public Services Reform (Scotland) Act 2010 ('the Act') may apply to Social Care and Social Work Improvement Scotland (the Care Inspectorate) for the variation or removal of a condition for the time being in force in relation to registration. A provider may also apply for the addition of a condition.

### Before you begin

Please make sure that the change you are asking for is a variation to your conditions of registration or a change of premise address where the service is provided from that premises, (for example, childminders; day care of children; care homes). Other changes in circumstances or service details recorded on your certificate of registration only require you to notify us and you may not need to apply for a variation.

If you are unsure, please contact our contact centre on 0345 600 9527. Information is also available on our website [www.careinspectorate.com](http://www.careinspectorate.com).



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## Applicant contact information

**Parkside Support Service**

Care service number: CS2023000083

Application number: CS2023000083

First name

Last name

Position

You are now required to enter the contact details of the applicant.

Fill in the form and click the **Continue** button at the bottom of the page.



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## Request to vary conditions

Care service number: CS2023000083

Application number: RV000357

You are now presented with the form fields which allow you to request variations to the service conditions

Check the conditions below carefully to make sure they reflect your service. You can request to change, remove or add conditions.

**Existing conditions**

Condition 1

To provide a care service to a maximum of 10 adults

**Do you want to add any conditions?**

Yes

No

The date must be more than 90 days from the date you submit your application. If there is a reason why you think this should be sooner then please explain below.

Day    Month    Year  
       

Any other relevant information (optional)

You can click the **Save as draft** button at the bottom of the page if you wish to complete filling in the form at a later date

[Exit without saving](#)

### Request to vary conditions

Care service number: CS2023000083  
Application number: RV000357

If you would like to apply for a variation on an existing condition, select it from the list

Check the conditions below carefully to make sure they reflect your service. You can request to change, remove or add conditions.

#### Existing conditions

Condition 1

To provide a care service to a maximum of 10 adults

### Request to vary conditions

Care service number: CS2023000083  
Application number: RV000357

Choose whether you would like to change or remove the condition

Check the conditions below carefully to make sure they reflect your service. You can request to change, remove or add conditions.

#### Existing conditions

Condition 1

To provide a care service to a maximum of 10 adults

**What do you want to do?**  
 Change the condition  
 Remove the condition

## Request to vary conditions

Care service number: CS2023000083

Application number: RV000357

If you are requesting to change the condition, describe the change in the text box

Check the conditions below carefully to make sure they reflect your service. You can request to change, remove or add conditions.

### Existing conditions

Condition 1

To provide a care service to a maximum of 10 adults

#### What do you want to do?

Change the condition

Remove the condition

Please describe the change you are looking to make.

## Request to vary conditions

Care service number: CS2023000083

Application number: RV000357

If you are requesting to remove the condition, explain the reason in the text box

Check the conditions below carefully to make sure they reflect your service. You can request to change, remove or add conditions.

### Existing conditions

Condition 1

To provide a care service to a maximum of 10 adults

#### What do you want to do?

Change the condition

Remove the condition

Please explain why this condition should no longer apply.

### Request to vary conditions

Care service number: CS2023000083  
Application number: RV000357

Check the conditions below carefully to make sure they reflect the conditions you are looking to add.

#### Existing conditions

Condition 1

To provide a care service to a maximum of 10 adults

**Do you want to add any conditions?**

Yes  
 No

Please describe the condition(s) you are looking to add.

If you want to add any conditions, select **Yes** and enter the details of the condition(s) into the form

**Do you want to add any conditions?**

Yes  
 No

The date must be more than 90 days from the date you submit your application. If there is a reason why you think this should be sooner then please explain below.

Day    Month    Year

      

Any other relevant information (optional)

**Continue**    Save as draft    [Exit without saving](#)

Click the **Continue** button to move to the next page

## Check your answers

Care service number: CS2023000083

Application number: RV000357

You now have the opportunity to check your answers before submitting

### Applicant contact information

First name(s)	Ann	<a href="#">Change</a>
Surname	Grey	<a href="#">Change</a>
Role in the organisation	Director	<a href="#">Change</a>

Please tell us how you have told people who use your service about the proposed changes to your service, how you have found out their views and if you have made any changes to take their views into account.

We have written to all people and their relatives.

[Change](#)

If you would like to modify an answer, click the answer's **Change** link

What is the maximum number of people you will provide a service to at any one time?

10

[Change](#)

Please tell us what date you would like this change to take effect

11/11/2023

[Change](#)

Any other relevant information (optional)

Not supplied

[Change](#)

### Declaration of applicant

You must tell us the truth. You will be committing a criminal offence if you tell us something which you know is either not true or misleading about an important matter in your application which would affect our decision whether or not to approve your variation. If you tell us false and inaccurate information we can refuse your application.

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

[Submit application](#)

[Save as draft](#)

[Exit without saving](#)

Please tell us how you have told people who use your service about the proposed changes to your service, how you have found out their views and if you have made any changes to take their views into account.

We have written to all people and their relatives. [Change](#)

Confirm that you agree with the **Declaration of applicant** statement and click the **Submit application** button

What is the maximum number of people you will provide a service to at any one time?	10	<a href="#">Change</a>
Please tell us what date you would like this change to take effect	11/11/2023	<a href="#">Change</a>
Any other relevant information (optional)	Not supplied	<a href="#">Change</a>

**Declaration of applicant**

You must tell us the truth. You will be committing a criminal offence if you tell us something which you know is either not true or misleading about an important matter in your application which would affect our decision whether or not to approve your variation. If you tell us false and inaccurate information we can refuse your application.

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

[Submit application](#) [Save as draft](#) [Exit without saving](#)



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What happens next is described below

## Your application has been submitted

The application number is  
**RV000357**

**What happens next**

We've sent your application to our registration team. A member of the 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.

**Actions**

- [Go to service details](#)

## Appending information to a submitted form

### Service overview

#### Parkside Support Service

**Care service type:** Support Service

**Registration number:** CS2023000083

**Status:** **ACTIVE**

**Registration date:** 17 May 2023

**Manager:** James Mitchell

**Address:** 1 Any Road  
Anytown  
AN1 1WN

If you have more information to provide to a submitted variation application, click on the **Continue variation application** link on the **Service overview** page

#### Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)
- [Continue variation application](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

### Applicant contact information

#### Parkside Support Service

Care service number: CS2023000083

Application number: RV000357

You will see a message informing you that any saved amendments will be visible to the inspector immediately.

You can step through all the application pages adding or amending information as required.

**!** Any saved amendments will be visible to the inspector immediately

### Existing conditions

Condition 1

To provide a care service to a maximum of 10 adults

**What do you want to do?**

Change the condition

Remove the condition

Please describe the change you are looking to make.

Username, 02/06/2023, 13:53:  
Change to 15 adults

In the conditions section, information you have previously submitted is visible but it cannot be edited.

What arrangements will you introduce to ensure that the quality of your service is maintained or improved?  
You should tell us about how the changes will improve the lives of people using the service.

We have ...

You can request changes and add new information in this text box at the bottom of the page

Detail any changes or amendments you would like to make, including any additional arrangements you will introduce to your original request.

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What is the maximum number of people you will provide a service to at any one time?

When you reach the last page of the application, you do not need to resubmit as the changes are saved and immediately visible to the inspector

Please tell us what date you would like this change to take effect

11/11/2023

[Change](#)

Any other relevant information (optional)

Not supplied

[Change](#)

**!** Any saved amendments will be visible to the inspector immediately

What is the maximum number of people you will provide a service to at any one time?

You may wish to contact your inspector to discuss the information you have added or changed

Please tell us what date you would like this change to take effect

11/11/2023

[Change](#)

Any other relevant information (optional)

Not supplied

[Change](#)

**!** Any saved amendments will be visible to the inspector immediately

## Withdrawing a variation application



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## Service overview

### Parkside Support Service

**Care service type:** Support Service

**Registration number:** CS2023000083

**Status:** ACTIVE

**Registration date:** 17 May 2023

**Manager:** James Mitchell

**Address:** 1 Any Road  
Anytown  
AN1 1WN

### Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)
- [Apply to vary my conditions](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

Service details
User access
Applications
Conditions

If you decide to withdraw a variation application, navigate to the **Service overview** page and click the **Applications** tab

Service details
User access
Applications
Conditions

## Applications

Showing 5 of 5 record(s). Show 25, 50

Date started	Case number	Case type	Status	View	Withdraw
29 May 2023	RV000356	Variation	In Progress	<a href="#">View</a>	<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px;">Withdraw</span>
26 May 2023	RD000579	Change of Details	Granted		

To withdraw a **Variation** request, click the **Withdraw** link

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You are required to provide a reason.  
Then click the **Continue to withdrawal** button.

**!** You have selected to withdraw the application for Blossom Care Home with application number RD000577.

Reason for withdrawing the application

You have 1000 characters remaining

**Continue to withdrawal** [I don't want to withdraw](#)

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Click to confirm the withdrawal.  
**Note:** this cannot be undone.

## Confirming your withdrawal

**!** You have selected to withdraw the application for Blossom Care Home with application number RD000577.

The reason you wish to withdraw is:

The reason is...

**!** Please confirm this is the application you wish to withdraw. When you use the 'Withdraw application' button the application will be withdrawn and cannot be undone.

**Withdraw application** [I don't want to withdraw](#)

[Portal home](#)

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## Your application has been withdrawn

The application number is  
**RD000577**

### Actions

- [Return to overview page](#)

## Granted variations and new conditions

FW: Variation granted email

When your variation is granted, you will receive an email to advise you

Dear Sir(s) or Madam  
 NOTICE OF DECISION TO GRANT APPLICATION FOR VARIATION SECTION 70 PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010 (“the Act”)

This communication gives you notice that Social Care and Social Work Improvement Scotland (hereinafter referred to as “the Care Inspectorate”) has decided to grant your application for variation of the conditions on the registration of Parkside Support Service

The condition(s) of registration for this service are now as follows:

1. The service will provide support to adults with learning disabilities, mental health problems and physical and sensory impairments.

The revised certificate of registration for this service will be available to download through your Care Inspectorate portal account at <https://portal.careinspectorate.gov.scot/> using your username and password. If you have difficulties in accessing this, please contact the helpdesk on 0345 600 9527.

The new certificate must be displayed in a prominent position while the service is in operation. Please remove from display or destroy any previous certificate(s) of registration without delay as it is no longer valid.

Yours faithfully

The Care Inspectorate  
 Compass House  
 11 Riverside Drive  
 Dundee



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## Service overview

### Parkside Support Service

<b>Care service type:</b>	Support Service
<b>Registration number:</b>	CS2023000083
<b>Status:</b>	ACTIVE
<b>Registration date:</b>	17 May 2023
<b>Manager:</b>	James Mitchell
<b>Address:</b>	1 Any Road Anytown AN1 1WN

To view the status of submitted applications, click the **Applications** tab on the **Service overview** page

#### Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)
- [Apply to vary my conditions](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

Service details

User access

Applications

Conditions

[Service details](#)
[User access](#)
[Applications](#)
[Conditions](#)

Once an application is granted, the status will be clearly indicated

### Applications

Showing 7 of 7 record(s). Show [25](#), [50](#)

Date started	Case number	Case type	Status
31 May 2023	RV000358	Variation	Granted

[Service details](#)
[User access](#)
[Applications](#)
[Conditions](#)

To view the current conditions of a service click the **Conditions** tab

### Applications

Showing 7 of 7 record(s). Show [25](#), [50](#)

Date started	Case number	Case type	Status
31 May 2023	RV000358	Variation	Granted

[Service details](#)
[User access](#)
[Applications](#)
[Conditions](#)

Here you can review your agreed conditions and check variations have been applied to the service

### Conditions

1. To provide a care service to a maximum of 10 adults
2. Service can now provide respite care

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## Service overview

### Parkside Support Service

**Care service type:** Support Service

**Registration number:** CS2023000083

**Status:** **ACTIVE**

**Registration date:** 17 May 2023

**Manager:** James Mitchell

**Address:** 1 Any Road  
Anytown  
AN1 1WN

To download the updated certificate, click the **Download registration certificate** link on the **Service overview** page

#### Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)
- [Apply to vary my conditions](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

**Service details** [User access](#) [Applications](#) [Conditions](#)

**Headquarters**

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Dundee  
DD1 4NY

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