



Digital Portal – Variation of premises-based service

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Creating and submitting the form

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Service overview

Blossom Care Home

Care service type:	Care home service
Registration number:	CS2023000083
Status:	ACTIVE
Registration date:	17 May 2023
Manager:	Ann Grey
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](#)

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

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Application to vary conditions

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.

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

Applicant contact information

Blossom Care Home

Care service number: CS2023000083

Application number: RV000356

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.

Application to vary conditions - Service Premises

Care service number: CS2023000083

Application number: RV000356

If the variation is only to adjust incorrect details of the service premises, click the **View** link

Check the addresses below make sure they reflect your service.

You can remove a premises, nominate a new main premises or tell us about an alteration you are making from the 'View' link next to the corresponding address.

If you are moving, add the new premises and remove the old premises.

Showing 1 of 1 record(s).

Show [25](#), [50](#)

Premises

1 Any Road, Anytown, AN1 1WN

MAIN PREMISES

[View](#)

Showing 1 of 1 record(s).

[Add premises](#)

! Please only adjust the address below to fix incorrect data. If you need to return to the previous page and use the button to add a new address, please tick the checkbox below.

Premises address

Postcode

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode

! To change the main service address, please mark a new or existing address as the main premises.

This is main service address

I need to tell you about an alteration to this premises

[Cancel](#)

Using the form, enter the changes.

If the variation is regarding alterations to the premises, select the option to tell us about the alteration.

Please upload a proposal about the changes you are planning, including details of the building works or conversions and any planning permission required. You should also upload all supporting documentation such as up-to-date scaled building plans.

You have 500 characters remaining

Upload a file

[Accepted file formats](#)

The form will display fields to allow you to provide information about the alterations

Upload a file

▶ [Accepted file formats](#)

Choose file

If you have files to upload, click the **Accepted file formats** link if you would like to check what types are accepted

Upload a file

▶ [Accepted file formats](#)

Choose file

Will there be any changes to ventilation, heating or lighting as a result of the changes?.

Yes

No

Will there be any changes to the grounds or gardens of the premises as a result of the changes?

Yes

No

Do you wish to advise of any other relevant details relating to the alterations ?

Yes

No

Selecting **Yes** to any option will display extra fields for you to provide extra relevant information to support the variation request

Yes

No

Please provide details of any other relevant information. If below.

Other information supporting the application consists of...

You have 500 characters remaining

Upload a file

▶ [Accepted file formats](#)

Choose file

Save premises [Cancel](#)

Click the **Save premises** button to move to the next page

Application to vary conditions - Service Premises

Care service number: CS2023000083

Application number: RV000356

If you are changing any of the address details, it will now be clearly indicated.

Click the **Continue** button at the bottom of the page.

Check the addresses below make sure they reflect your service.

You can remove a premises, nominate a new main premises or tell us about an alteration you are making from the 'View' link next to the corresponding address.

If you are moving, add the new premises and remove the old premises.

Showing 1 of 1 record(s).

Show [25](#), [50](#)

Premises

1 Any Road, Anytown, AN1 1WN

MAIN PREMISES

ALTERING

[View](#)

Showing 1 of 1 record(s).

Add premises

Application to vary conditions - Service Premises

Care service number: CS2023000083

Application number: RV000356

If the service is moving you must click the **Add premises** button to enter the new address details before removing the current address.

Check the addresses below make sure they reflect your service.

You can remove a premises, nominate a new main premises or tell us about an alteration you are making from the 'View' link next to the corresponding address.

If you are moving, add the new premises and remove the old premises.

Showing 1 of 1 record(s).

Show [25](#), [50](#)

Premises

1 Any Road, Anytown, AN1 1WN

MAIN PREMISES

[View](#)

Showing 1 of 1 record(s).

Add premises

Add premises

Care service number: CS2023000083

Application number: RV000358

Premises address

Postcode

DD1 4NY

Find address

Type in your postcode and click the **Find address** button

Add premises

Care service number: CS2023000083

Application number: RV000358

Premises address

Postcode

DD1 4NY

Find address

Select your address from the dropdown menu to auto-fill the address text boxes in the form

Please select your address



This is main service address

Are the premises presently capable of being used for the purposes of achieving the aims and objectives of the care service?



Yes



No

When you select the checkbox to declare **This is the main service address**, form fields are displayed below asking you to describe the new premises

Please describe the proposed premises or setting.

Include details of planning permission or building works if applicable

evidence

You have 4992 characters remaining

Save premises

Cancel

Once you have entered all the required information, click the **Save premises** button

Application to vary conditions - Service Premises

Care service number: CS2023000083

Application number: RV000358

The address of the new premises is now listed

Check the addresses below make sure they reflect your service.

You can remove a premises, nominate a new main premises or tell us about an alteration you are making from the 'View' link next to the corresponding address.

If you are moving, add the new premises and remove the old premises.

Showing 2 of 2 record(s).

Show [25](#), [50](#)

Premises

Blossom care, 10, New road, Dundee, DD1 4NY	MAIN PREMISES NEW	View
1 Any Road, Anytown, AN1 1WN	ALTERING	View

Application to vary conditions - Service Premises

Care service number: CS2023000083

Application number: RV000358

If the old premises will continue to be used by the service they can remain in the list. However, if they are no longer going to be used they will have to be removed.

Click the **View** link for the old premises.

Check the addresses below make sure they reflect your service.

You can remove a premises, nominate a new main premises or tell us about an alteration you are making from the 'View' link next to the corresponding address.

If you are moving, add the new premises and remove the old premises.

Showing 2 of 2 record(s).

Show [25](#), [50](#)

Premises

Blossom care, 10, New road, Dundee, DD1 4NY	MAIN PREMISES NEW	View
1 Any Road, Anytown, AN1 1WN	ALTERING	View

Showing 2 of 2 record(s).

[Add premises](#)

Premises address

Postcode

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode

This is main service address

I need to tell you about an alteration to this premises

Remove this premises

Select the **Remove this premises** checkbox at the bottom of this page, provide a reason and click the **Save premises** button

Care service number: CS2023000083
Application number: RV000358

The old premises are now marked as **REMOVED**

Check the addresses below make sure they reflect your service.

You can remove a premises, nominate a new main premises or tell us about an alteration you are making from the 'View' link next to the corresponding address.

If you are moving, add the new premises and remove the old premises.

Showing 2 of 2 record(s). Show [25](#), [50](#)

Premises		
Blossom care, 10, New road, Dundee, DD1 4NY	<input type="button" value="MAIN PREMISES"/> <input type="button" value="NEW"/>	View
1 Any Road, Anytown, AN1 1WN	<input type="button" value="REMOVED"/>	View

Showing 2 of 2 record(s).

Care service number: CS2023000083
Application number: RV000358

Click the **Continue** button at the bottom of the page

Check the addresses below make sure they reflect your service.

You can remove a premises, nominate a new main premises or tell us about an alteration you are making from the 'View' link next to the corresponding address.

If you are moving, add the new premises and remove the old premises.

Showing 2 of 2 record(s). Show [25](#), [50](#)

Premises

Blossom care, 10, New road, Dundee, DD1 4NY	MAIN PREMISES NEW	View
1 Any Road, Anytown, AN1 1WN	REMOVED	View

Showing 2 of 2 record(s).

[Add premises](#)

[Continue](#) [Exit without saving](#)

Request to vary conditions

Care service number: CS2023000083
Application number: RV000357

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

You now have an opportunity to add or amend conditions if required.

If these are to remain the same, select the **No** option.

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

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

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

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

Request to vary conditions

Care service number: CS2023000083
Application number: RV000357

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

Please tell us how you have told people who use your service about the proposed changes to your service or premises. You should include details of how you have found out their views and if you have made any changes to take these into account.

We have informed everyone by...

Describe how you have informed all people involved about the proposed changes

What is the maximum number of people you will provide a
For example, 15

! If you are requesting to change the maximum number of people, remember to request a change to the appropriate

Enter the date when you would like the change to take effect.

The date must be more than 90 days from the date you submit the application.

Requests for earlier dates can be made, providing a clear reason in the **Any other relevant information** text box.

Please tell us what date you would like this change to take effect (subject to approval)

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

Request to vary conditions

Care service number: CS2023000083

Application number: PV000357

Describe how you have informed all people involved about the proposed changes

Day Month Year

Any other relevant information (optional)

Click the **Continue** button

 [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
What is the maximum number of people you will provide a service to at any one time?		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](#)

On the **Check answers** page, confirm that you agree with the **Declaration of applicant** statement and click the **Submit application** button



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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.

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	
29 May 2023	RV000356	Variation	In Progress	View Withdraw
26 May 2023	RD000579	Change of Details	Granted	

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

[Portal home](#)

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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

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

Service details

User access

Applications

Conditions

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](#)

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

[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](#)

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