



## Digital portal: Voluntary cancellation

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## Creating and submitting the form

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# Stephen Brown

**Provider number:** SP2023000152

**Provider Status:** REGISTERED

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

[Apply to register a new service](#)

You must confirm your provider details are up-to-date by checking the box at the bottom of the provider details tab before you can apply to register a new service.

[Provider details](#) [User access](#) [Manage services](#) [Applications](#)

If you are signed in as a provider, click the **Manage services** tab to view your existing services.

If you are a user with **service level access** you will be taken straight to the **Service overview** page when you sign in and will not see this page.

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[Provider details](#) [User access](#) [Manage services](#) [Applications](#)

Showing 1 of 1 record(s). [Show 25, 50](#)

Service name	Type	Service number	Address	Actions
Happy Kids Nursery	Daycare of children service	CS2023000064	1 Any Road Anytown AN1 1WN	ACTIVE <a href="#">View details</a>

As a provider, click the **View details** link of the service you would like to cancel.

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## Service overview

### Happy Kids Nursery

Care service type: Daycare of children service

Registration number: CS2023000064

Status: **ACTIVE**

Registration date: 11 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](#)

Click the **Apply to cancel the registration** link

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

### Happy Kids Nursery

#### Daycare of children service

Registration number: CS2023000064

Status: Active

Registration date: 11 May 2023

## Voluntary Cancellation of Registration

Reason for cancellation

If you are considering cancelling your registration please contact your inspector. If you are sure you want to cancel your registration please provide the information requested and submit your application.

**!** If a service cancels its registration even although it remains registerable, it will be operating illegally and we would then make a report to the Procurator Fiscal which could result in criminal proceedings.

**What is the reason(s) for cancelling the service?**

Select one or more options

Before completing the cancellation form, we encourage you to contact your inspector to discuss the cancellation first

**Happy Kids Nursery**

**Daycare of children service**

Registration number: CS2023000064

Status: Active

Registration date: 11 May 2023

Please also notice the alert stating it is illegal for the service to operate once the registration has been cancelled

**Voluntary Cancellation of Registration**

Reason for cancellation

If you are considering cancelling your registration please contact your inspector. If you are sure you want to cancel your registration please provide the information requested and submit your application.

**!** If a service cancels its registration even although it remains registerable, it will be operating illegally and we would then make a report to the Procurator Fiscal which could result in criminal proceedings.

Service no longer viable due to other Early Learning and Childcare provision in the area

Other

**Will the service cease to operate?**

Yes

No

If the service is going to operate under a new provider, select **No** to this question.

Otherwise select **Yes**.

Please use the box below to provide more details.

For example, if the service is continuing to operate, whom you expect to take over.

You have 5000 characters remaining

**Proposed cancellation date**

To ensure continuity of support for people experiencing care, and as detailed in [The Social Care and Social Work Improvement Scotland\(Applications\) Order 2011](#), this must be on or after 3 months from now.

For example, 8 11 2018

Day    Month    Year  
       

The proposed cancellation date must be on or after **3 months** from submission of this form.  
  
However, it is possible to request an earlier date under special circumstances.

**Are you looking to cancel before this date?**

Yes  
 No

What arrangements have you made to ensure that people using the service will continue to receive a similar service.

This must be agreed in writing by the Care Inspectorate.

For example, 8 11 2018

Day    Month    Year  
       

If you select **Yes**, a text box is displayed for you to tell us why you want to cancel before 3 months and to give the alternative date

**Are you looking to cancel before this date?**

Yes  
 No

Please tell us why you want to cancel before 3 months and give the alternative date.  
This must be agreed in writing by the Care Inspectorate.

You have 5000 characters remaining

**When you apply to voluntarily cancel the registration of a care service, you must also notify people using the service, their relatives or representatives, any relevant Local Authorities or Health and Social Care Partnerships.**

Please confirm if you have notified the following:

- People using the service
- Representatives and relatives
- Host local authority
- NHS Board (where applicable)
- Placing local authorities (where applicable)

It is very important that all relevant parties have been notified of the cancellation.

Once you have confirmed who has been notified, click the **Save and continue** button.

## Submit cancellation

**Happy Kids Nursery**

**Daycare of children service**

Registration number: CS2023000064

Status: Active

Registration date: 11 May 2023

Finally provide your contact details, check the declaration at the bottom of the page and click the **Submit** button

### Your details

First name

Last name

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What happens next is described below

## Your application has been submitted

The application number is  
**CA000246**

**What happens next**

We've sent your application to our cancellation services support team. A member of the team will contact you in due course. They will advise you if any additional information is required and inform you about the next steps.

**Actions**

- [Go to service overview](#)

[Portal home](#)

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## Service overview

### Happy Kids Nursery

Care service type: Daycare of children service

Registration number: CS2023000064

Status:
ACTIVE
PROPOSING TO CANCEL

Registration date: 11 May 2023

Manager: Ann Grey

Address: 1 Any Road  
Anytown  
AN1 1WN

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

### Applications

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

Date started	Case number	Case type	Status
26 May 2023	CA000246	Voluntary Cancellation	Assessing <a href="#">View</a> <a href="#">Withdraw</a>

**Actions**

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

Back on the **Service overview** page, you will see the status has changed and the application you have submitted to cancel the registration is listed in the **Applications** tab

**From:** Care Inspectorate  
**To:** email address  
**Subject:** Voluntary cancellation of Ha

Once the cancellation date has been reached, you will receive an email confirming the cancellation and instructing you to destroy your certificate of registration

This communication confirms that you are no longer registered to provide the above care service. The care service will now be removed from the Care Service Register.

Please note that under section 80 of the Public Services Reform (Scotland) Act 2010 it is a criminal offence to provide a care service without being registered to do so.

Please destroy your certificate as this is no longer valid.

If you have any queries please do not hesitate to contact your local Care Inspectorate office.

**CI Digital | Registration**

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## Service overview

### Happy Kids Nursery

<b>Care service type:</b>	Daycare of children service
<b>Registration number:</b>	CS2023000064
<b>Status:</b>	<b>CANCELLED</b>
<b>Registration date:</b>	11 May 2023
<b>Cancellation date:</b>	25 May 2023
<b>Manager:</b>	Ann Grey
<b>Address:</b>	1 Any Road Anytown AN1 1WN

**Actions**

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Apply to vary my conditions](#)

If you sign into your account, you will also see that the **CANCELLED** status of the service is clearly indicated

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## Service overview

### Happy Kids Nursery

Care service type:	Daycare of children service
Registration number:	CS2023000064
Status:	<b>CANCELLED</b>
Registration date:	11 May 2023
Cancellation date:	25 May 2023
Manager:	Ann Grey
Address:	1 Any Road Anytown AN1 1WN

**Actions**

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## Service overview

### Happy Kids Nursery

Care service type:	Daycare of children service
Registration number:	CS2023000064
Status:	<b>CANCELLED</b>
Registration date:	11 May 2023
Cancellation date:	25 May 2023
Manager:	Ann Grey
Address:	1 Any Road Anytown AN1 1WN

**Actions**

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- [Download registration certificate](#)
- [Apply to vary my conditions](#)

If you sign into your account, you will also see that the **CANCELLED** status of the service is clearly indicated

## Withdrawing the request to cancel

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# Service overview

## Happy Kids Nursery

Care service type: Daycare of children service

Registration number: CS2023000064

Status: **ACTIVE** **PROPOSING TO CANCEL**

Registration date: 11 May 2023

Manager: Ann Grey

Address: 1 Any Road  
Anytown  
AN1 1WN

### Actions

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

On the **Service overview** page it is clearly indicated if an application has been made for the service to be cancelled

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# Service overview

## Happy Kids Nursery

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Registration date: 11 May 2023

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### Actions

- [Apply to register a new service](#)
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Click on the **Applications** tab

Service details User access **Applications** Conditions

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## Service overview

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- [Apply to vary my conditions](#)

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

### Applications

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

Date started	Case number	Case type	Status	
26 May 2023	CA000246	Voluntary Cancellation	Assessing	<a href="#">View</a> <a href="#">Withdraw</a>

Click on the **Withdraw** link of the application to be withdrawn

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## Withdrawing your application

**!** You have selected to withdraw the application number CA000246.

Reason for withdrawing the application

You have 1000 characters remaining

**!** Are you sure you want to withdraw this application? If you withdraw the application on the next page this cannot be undone.

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

Provide a reason for withdrawing the application and click the **Continue to withdrawal** button

[Continue to withdrawal](#)

[Portal home](#)

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This is the last opportunity you have to decide not to withdraw the application

## Confirming your withdrawal

**!** You have selected to withdraw the application number CA000246.

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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If you are happy to proceed, click the **Withdraw application** button

## Confirming your withdrawal

**!** You have selected to withdraw the application number CA000246.

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](#)

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# Your application has been withdrawn

The application number is  
**CA000246**

**Headquarters**

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