

A new system of registration

## **How to resubmit an application**

Guidance for providers and managers

November 2010

## Introduction

This guidance explains the circumstances in which you can submit additional information for an application, or need to resubmit an application, or when we can request a resubmission. It is relevant if you are applying to:

- Register as a new provider.
- Add a new regulated activity as an existing provider.
- Add a location.
- Vary or remove a condition.
- Be a new registered manager.

### 1

#### When can I resubmit my application?

You can resubmit your application after you have initially submitted the application and before we have issued your Notice of Decision.

If you want to make any changes to your registration after we have sent you the Notice of Decision, they must be handled using the variations process – please see our website for more details.

### 2

#### Do all changes to my application have to be dealt with by a resubmission?

No, you only need to resubmit when the changes you want to make will make a material difference to the risk assessment of the application. These are called ‘material changes’.

### 3

#### What constitutes a ‘material change’?

Any changes to your application that will influence our risk assessment of the application are considered material changes.

These include:

- Changes to any declaration or action plan the application asks you to make.

- Changes to the details of the Nominated Individual.
- Changes to the details of a Registered Manager.
- Changes to the locations from where any regulated activity is carried on (but not the details of the location such as the address).
- Changes to the number or range of regulated activities applied for.

Any other changes are not considered as material changes.

**4**

### **Are there any examples of a non-material change?**

Non-material changes include things such as:

- Changes to a postcode for a location.
- Changes to telephone numbers.
- Changes to email addresses.

**5**

### **How does CQC decide whether a change is material?**

We will make the decision based upon the criteria above.

To help us do this, you must complete an initial Application Amendment Request Form telling us what you want to change.

**6**

### **What happens if you decide that my amendment request is material?**

We will ask you to complete a full resubmission of your application, and send the forms you need along with a copy of your original application.

If we decide the change is not material, we will amend your current application accordingly and the application process will progress as normal. There will be no further forms for you to complete.

7

## Will you ever reject my application?

We only ever reject an application if it is incomplete or it includes confidential and personal information. This means that we would not formally accept the application as it didn't provide us with the information that we specified.

We will tell you if we have rejected your application and advise what you need to do to resubmit it.

It is always in your best interests to ensure that you complete your application fully when you first submit it to avoid rejection, as you will not be able to carry on the services your application relates to until we have authorised it.

8

## Will you ever ask me to resubmit my application?

There may be circumstances when our initial review of your application leads us to be concerned that you may not have applied for all the right regulated activities, or that you have applied for the wrong regulated activities.

We may also think that you have set out your locations incorrectly, either by not taking full account of our guidance on locations, or the way you have mapped locations to regulated activities appears inconsistent or unusual.

We will not insist that you request a resubmission, but we can advise you that we think it may be sensible to do so.

If you accept our advice, you should follow this guidance and complete the Application Amendment Request Form in the first instance.

9

## How do I make a request to amend my application?

If you want to amend your application, for whatever reason, you must complete an Application Amendment Request Form and submit it to [HSCA\\_Resubmissions@cqc.org.uk](mailto:HSCA_Resubmissions@cqc.org.uk). The form is available on our website.

If we decide that the request is **not** a material change, we will tell you and confirm that we will make the amendment. If we decide it **is** a material change, we will advise you to resubmit your application.

If you are making the resubmission electronically and it involves any changes to your locations, you will need to complete the entire form from the beginning.

If the resubmission involves changes other than to the locations, you only need to update those sections that need to be changed.

If you completed a paper application rather than using the online system, we will send your original application form along with a new form for you to complete.