



PART C – APPLICATION FOR REGISTRATION IN RESPECT OF A CARE HOME SERVICE

Application in accordance with Article 4 of the Regulation of Care (Jersey) Law 2014

Note that the receipt of incomplete information by the Care Commission may result in your application being refused.

Please refer to guidance document while completing this form and use continuation sheets if necessary.

INFORMATION ABOUT THE CARE HOME SERVICE

Section 1

1.1 Establishment in respect of which the application is made *(please note it is a condition of registration that provider must have an address in Jersey and must supply the address from each location at which it provides a regulated service)*

Name of Service	
Name of proposed/Registered Provider	
Name of proposed/Registered Manager	
Address line 1	
Address line 2	
Parish	
Postcode	
Telephone	
Email	

2.2 Registration status

Is this service currently registered for any care purpose

YES

NO

If you have answered 'Yes' please describe the nature of the current registration

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Please provide the date on which the establishment was or is proposed to be established (*dd/mm/yyyy*)

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Section 2

Registration Details (*please note this information will form the basis of the mandatory conditions applied to the registration*)

2.1 Description of the Care Home Service

Maximum number of care receivers	
Number in receipt of nursing care	
Number in receipt of personal care	
Number in receipt of personal support	
Age range of care receivers	
Category of Care (to be) provided	
<i>Children and young people (0-18)</i>	
<i>Young adults (19 to 25)</i>	

Adult 60+	
Learning Disability	
Autism	
Physical Disability and /or Sensory Impairment	
Mental Health	
Homelessness	
Dementia Care	
Substance Misuse (drug and/or alcohol)	
Domestic Violence	
Other (please specify)	

Section 3

Premises

3.1 Information about the premises

Are these existing premises

YES NO

Has the building required conversion or extension

YES NO

Alternatively are the premises purpose built

YES NO

Will/Do you:

own the premises lease the premises rent the premises

If leasing or renting the premises how much notice to quit is required

Please attach proof of ownership or copy of the tenancy/lease agreement

Attached:

Number of floors		
Number and size (no.of persons) of shaft lifts		
Which floors are serviced by shaft lift		
Number and description (e.g. lounge, dining room, visitor room) of communal rooms	Number	Description
Dimensions/area and location by floor of communal rooms	Floor	Dimensions and area
Number of bedrooms including list of bedroom names/numbers <i>(please note this information will be used to determine mandatory conditions applied to the registration)</i>		
Are all bedrooms single occupancy? If not, how many are double occupancy?		

Number of bedrooms with disabled access ensuite facilities	WC and washbasin only	WC, washbasin and Shower/adapted bath
Number of bedrooms with ensuite facilities that do not meet disabled specification		
Number and location by floor of toilets (<i>excluding ensuite facilities</i>) for use by care receivers	Number	Floor
Number and location of adapted baths/disabled access showers (<i>excluding ensuite facilities</i>)		
Number and location of baths/showers (<i>excluding ensuite facilities</i>) that do not meet disabled specification		
Number and location of staff toilets		
Number and location of visitor toilets		
Number and location of sluice facilities		
Number and location of clinic rooms		

Number and location of general storage facilities		
Number and location of facilities for cleaning/domestic equipment/products		
Number and description of offices (e.g. manager, staff, administrator etc.)	Number	Description
For homes providing nursing care, details of the washer/disinfection facilities		
Provide details of the type of heating system and safety specifications		
Provide details of the controls that are in place to manage the risk of scalding		
Are all windows on the floors above ground level fitted with tamper proof window restrictors?		

Location of laundry facilities and description equipment provided	
Description of how dirty and clean laundry are kept separate and risks of cross contamination minimised	
Location of kitchen and description of storage facilities and equipment provided	

<p>Staff facilities (please list e.g. staff room, separate shower facilities, lockers etc)</p>		
<p>Staff sleep-in facilities</p>		Yes/no
	<p>Separate bedroom</p>	
	<p>Washbasin</p>	
	<p>Shower/bath</p> <p>Lockers</p>	
<p>Do circulation areas (corridors etc.) meet disabled specifications (e.g. minimum door width 800mm minimum corridor width 1600mm) –</p> <p>If not – please give measurement of door and corridor widths</p>		
<p>Do you have maintenance contracts in relation to all the equipment, plant and utilities related to the premises</p>		
<p>Garden/outside amenity areas – provide a description and where relevant the size of the external environment provided for care receivers (e.g. patio, decking, raised beds, footpaths, lawns etc)</p>	<p>Size in sqm</p>	<p>Description of areas</p>

<p>Describe how the perimeter of the site is secured</p>		
<p>How many parking spaces are there for:</p>	<p>Staff</p>	<p>visitors</p>
<p>If any part of the premises (or grounds) is to be used for any purpose other than a care home provide details, stating ALL purposes to which such parts of the premises will be put (e.g. day care, home care agency, public hairdressing salon, public café etc.)</p>		
<p>Provide details of any other facilities within the premises or its grounds, that will be provided as part of the care home service (e.g. hairdressing salon, therapy pool, shop etc.)</p>		

<p>Provide a description of the area in which the home is located and the facilities and services available around the location (e.g. near to a park, bus services etc.)</p>	
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Provide a copy of plans and elevations of the premises to the scale of at least 1:100. The drawings must show dimensions [in metres] and areas [in sq metres] of all bedrooms, circulation areas, communal areas, sanitary and bathing facilities, the kitchen, laundry, offices and other amenity and storage areas. Mechanical and electrical systems, power, telephone, television, call system points and the location of fire detection and alarm activation points must all be shown and clearly identified.

Are the premises capable of being used for the purpose of:

(a) Achieving the aims and objectives set out in the Statement of Purpose Yes No

(b) Providing the facilities described in this application Yes No

Is there a need for planning permission, building works or conversion of the premises Yes No

If yes please give details of the permission, works or conversion needed.

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Continue on separate sheets as necessary Attached are [] extra sheets

3.2 Summary of consultation with other Regulators

Date proposals approved by Environmental Health (dd/mm/yyyy)	Documentary proof attached
Date proposals approved by Fire Service (dd/mm/yyyy)	Documentary proof attached
Date planning approval was granted (dd/mm/yyyy)	Documentary proof attached
Date proposals approved by building control (dd/mm/yyyy)	Documentary proof attached

Section 4

Staffing

4.1 Staff list

Please fill in details of all staff including administration and ancillary/domestic staff. Please continue on a separate sheet if necessary, or provide a separate staffing list showing the information requested below.

Name	Gender	D.O.B. (dd/m/yy)	Position held	Full or part time	Intended no. of hours per week	Qualification	Date commenced

4.2 Staff Rotas

Please attach a staffing rota covering a fortnight. Show the numbers of senior carers, carers, domestic and administrative staff on duty, times of staff changeovers and handover periods. Indicate which person is in charge on each shift and where 'sleeping in' or 'on call' member of staff, their location. Clearly identify any agency staff that might be used.

Section 5

Fees

5.1 Charges

Please set out below the scale of charges that apply to people using the service specifying any top up fees over and above the Long Term Care benefit rate and additional charges that are not covered by the scale.

5.2 Other income

Other than Long Term Care Benefit, does the care home service have a contract for services with, or receive any form of grant or aid from, any administration of the States of Jersey?

Yes No

If Yes, please give details

Section 6

List of attached documents

Please ensure that you have enclosed all the documents listed below with this application. Please refer to the guidance for it is your responsibility to submit the required documentation to enable the Care Commission to assess that the proposed service is fit for purpose. Should you fail to do so, the Care Commission may be required to refuse the application.

Item	Tick	Comment
1. Fully completed application form		
2. Statement of Purpose		
3. Floor plans of premises with dimensions as specified in section 3		
4. Copy of Fire Certificate		
5. Copy of Business licence		
6. A certificate of insurance for the applicant in respect of liability that may be incurred in respect of death, injury, public liability, damage or other loss		
7. Building control completion certificate (if applicable)		
8. Staff list		
9. Staff duty rota		

Section 7

Declaration and Signature

This section must be signed by the individual provider applying for registration, in the case of an organisation, the person nominated as the 'main contact partner' or if a States of Jersey Department, the accounting officer.

I certify that the information I have provided in this application form and in any attached documents is, to the best of my knowledge and belief true and complete. I understand that under Article 45 of the Law, that to knowingly make false or

misleading statements is an offence that may result in prosecution and the registration being refused. I further accept that the specified information in Section 1.1, 2.1 and 3.1 can be applied as conditions to the registration.

Signature				
Full name (Please Print)	Title	First	Middle	Last
Date of signing (dd/mm/yyyy)				

Please return the completed application and all required documentation marked **Confidential** to:

Applications Processing
 Jersey Care Commission
 23 Hill Street
 St Helier
 JE2 4UA
 Email: notifications@carecommission.je

Please refer to www.carecommission.je for data handling information.

Continuation Sheet *(please identify the section within the application to which this sheet refers)*