

## Guidance for registration – How to register

A new statutory regime which is set out under the Regulation of Care (Regulated Activities) (Amendment of Law) (Jersey) Regulations 2022 ([jerseylaw.je](http://jerseylaw.je)) and the Regulation of Care (Standards and Requirements) (Amendment) (Jersey) Regulations 2022 ([jerseylaw.je](http://jerseylaw.je)) is in force from 1 January 2023.

This means that the following services will become regulated and you must register:

- adoption services;
- children's home services (which are currently regulated as care homes under the Law);
- fostering services;
- social work services for children and young people;
- independent monitoring and review services in looked after children's cases;
- child contact centres;
- residential family centres;
- children and young peoples' mental health services;
- care services in special schools; and
- children and family community nursing services

## How to apply – Application forms:

The following application forms must be completed in full:

- 1. Application for registration as a provider organisation or sole trader of an establishment or service – [Link to form](#)**
- 2. Application for registration as a manger of an establishment or service - [Link to form](#)**
- 3. Application for registration in respect of a service carrying out any regulated activity – [Link to form](#)**

From Sunday 1 January (the point at which the legislation come into force); all service providers have a maximum of 6 months (no later than 30 June 2023) to register.

## Supporting documentation:

### Documents to be supplied with:

#### 1. Application for registration as a provider organisation or sole trader of an establishment or service

For each partner in the organisation, accounting officer or sole trader

- Valid photo identification
- Enhanced DBS certificate issued within three months of the date the application is signed
- Curriculum Vitae for all partners
- Plan of organisational structure
- Financial reference from a bank expressing an opinion as to the organisation's financial standing (except where the applicant is a Government Department or Parish)
- Where the applicant is a corporate body, a copy of its last two annual reports (except where the applicant is a Government Department or Parish)
- Where the organisation is a subsidiary of a holding company, the last two annual reports (if any) of that holding company and of any other subsidiary of that holding company (except where the applicant is a Government Department or Parish)
- The annual accounts for the last two years (except where the applicant is a Government Department or Parish)
- 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 (except where the applicant is a Government Department or Parish)
- A business plan in respect of the care establishment and/or service (except where the applicant is a Government Department or Parish)
- Fee payment - we will invoice you for all the requisite fees when we have agreed with you the size of your service

**Documents to be supplied with:**

**2. Application for registration as a manger of an establishment or service**

- Valid photo identification
- Enhanced DBS certificate issued within three months of the date the application is signed
- Copies of your professional, vocational or technical qualifications
- Statement of medical fitness signed by your doctor (Form CCMR0) or a self-declaration
- Evidence of professional indemnity insurance (if applicable)
- Fee payment – we will invoice you for all the requisite fees

**Documents to be supplied with:**

**3. Application for registration in respect of a service carrying out any regulated activity**

- Fully completed application form
- Statement of Purpose
- Copy of Fire Certificate if applicable for a registered premises
- Copy of Business licence
- 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
- Building control completion certificate (if applicable)
- Staff list
- Staff duty rota (if applicable to the regulated activity)

### Registration fees:

Providers of regulated services will be required to pay an initial fee when they apply to register with the Commission. Fees are also payable at any time when you seek to register a manager of your service/s. To maintain registration with the Commission, providers of regulated services must also pay annual fees.

These fees are set under legislation by the Minister for the Environment, following a government consultation in 2022.

Please see enclosed table of fees. [Link to fees.](#)

### Once registered:

Upon receipt of the application, you will receive an invoice and payment must be made prior to registration being granted.

The registration will be renewed at the end of each year. You will receive an invoice for the annual fee to renew the registration.

The Commission will be in touch in respect of the inspection process.

### Contact details:

Jersey Care Commission  
1<sup>st</sup> Floor, Capital House  
8 Church Street  
St Helier  
Jersey  
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Website - [Jersey Care Commission | Jersey's Independent Care Regulator](#)