CQC registration checklist for new providers

Use this immediately before submission.
Tick each box when it is true for your application.

REGISTRATION SCOPE

- [ ] We have confirmed that our activities require CQC registration.
- [ ] We have identified the correct regulated activities.
- [ ] We have identified the correct service types.
- [ ] Our service-user groups and age ranges are correct.
- [ ] Every regulated activity is linked to the correct location.

PROVIDER STRUCTURE

- [ ] The correct legal entity is applying.
- [ ] The legal provider name is consistent throughout.
- [ ] The nominated individual is correct where required.
- [ ] The organisational structure is accurately described.

LOCATION AND READINESS

- [ ] Every location is correctly identified.
- [ ] Premises are ready.
- [ ] Required occupancy or premises evidence is available.
- [ ] Records can be stored securely.
- [ ] Essential equipment and systems are in place.

MANAGEMENT

- [ ] Every required registered manager has been identified.
- [ ] Manager applications are complete.
- [ ] Management experience and qualifications fit the service.
- [ ] Required DBS and employment-history evidence is ready.
- [ ] Manager responsibilities match the Statement of Purpose.

FORMS AND SUPPORTING EVIDENCE

- [ ] We downloaded the current CQC forms.
- [ ] The provider form is complete.
- [ ] Every required additional form is included.
- [ ] All core supporting documents are included.
- [ ] All service-specific evidence is included.
- [ ] We have checked CQC's current requirements rather than relying on an old checklist.

DOCUMENT QUALITY

- [ ] Business names are correct.
- [ ] Policy ownership is clear.
- [ ] Creation and review dates are present.
- [ ] Legislation and guidance references are current.
- [ ] Links work.
- [ ] Documents are tailored to this service.
- [ ] Documents are consistent with one another.

WHOLE-APPLICATION CONSISTENCY

- [ ] Provider details match everywhere.
- [ ] Locations match everywhere.
- [ ] Regulated activities match everywhere.
- [ ] Service-user groups match everywhere.
- [ ] Management responsibilities match everywhere.
- [ ] Staffing assumptions match the business plan and forecast.
- [ ] Policies describe systems we can genuinely operate.
- [ ] The Statement of Purpose accurately summarises the service.

OPERATIONAL READINESS

- [ ] Recruitment systems are ready.
- [ ] Training systems are ready.
- [ ] Safeguarding systems are ready.
- [ ] Complaints systems are ready.
- [ ] Governance and quality assurance are ready.
- [ ] Medicines arrangements are ready where relevant.
- [ ] Financial assumptions are credible.
- [ ] The provider can explain how the service will work.
- [ ] The registered manager can explain how they will manage it.

SUBMISSION

- [ ] Provider, manager and supporting documents are ready to be sent together.
- [ ] File names and versions are controlled.
- [ ] We have checked CQC's current guidance one final time.
- [ ] We have kept a complete copy of exactly what is being submitted.

If several boxes remain unticked, that is useful information.
The checklist has done its job.