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| **NOTIFICATIONS TO CQC** |

All notifications should be made using the official forms provided on the CQC website:
<https://www.cqc.org.uk/guidance-providers/notifications/notification-finder>

[**Absence of a registered individual for 28 days or more – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/absence-registered-individual-28-days-or-more-notification-form)

You must notify us if a registered manager or a registered person is going to be absent for 28 consecutive days or more.

You must submit your notification within these timescales:

* planned absence: 28 days before it starts (contact us at HSCA\_notifications@cqc.org.uk if 28 day's notice is not possible)
* emergency absence: within 5 working days of the start

[**Allegations of abuse (safeguarding) – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/allegations-abuse-safeguarding-notification-form)

You must tell us about abuse or allegations of abuse concerning a person using your service if any of the following applies:

* the person is affected by abuse
* they are affected by alleged abuse
* the person is an abuser
* they are an alleged abuser

[**Changes to registered details: change contact details – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-change-contact-details-notification)

You must notify us if your main telephone or email address changes and you are a:

* registered manager
* nominated individual
* registered individual
* registered partner

Once you have notified us about the change you would like to make to your contact details, you must apply to [change your registration](https://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration) to update your details.

**Statement of purpose:** If this change affects what is in your statement of purpose you will need to amend that too.

[**Changes to registered details: change of an individual's name – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-change-individuals-name-notification)

You must notify us if you change your name and you are a:

* partner in a partnership
* registered manager
* nominated individual
* registered individual

We may ask to see proof of your identity and change of name.

Once you have notified us about the change you would like to make, you must apply to [change their registration](https://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration).

In other cases, you can change your name in your provider portal account details.

**Statement of purpose:** If this change affects what is in your statement of purpose you will need to amend that too.

[**Changes to registered details: insolvency – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-insolvency-notification-form)

You must notify us if you are a service provider and:

* a trustee in bankruptcy, a receiver, liquidator or provisional liquidator is appointed, or
* an individual's estate is sequestrated.

[**Changes to registered details: nominated individuals, officers and directors – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-nominated-individuals-officers-directors)

You must notify us if:

* you appoint a new nominated individual, or
* a director, secretary or other officer joins or leaves your organisation.

Please tell us if a new chief executive joins your organisation using section 8 of the form (this is not a statutory requirement).

[**Changes to registered details: partnership members – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-partnership-members-notification-form)

You must notify us if the members of your partnership are about to change, for example, a new partner is joining, an existing partner is leaving, or both.

Once you have notified us about the change you would like to make to your partnership, you must apply to [change your registration](https://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration) to add or remove partners.

**Statement of purpose:** If this change affects what is in your statement of purpose you will need to amend that too.

[**Changes to registered details: provider stopping regulated activities – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-provider-stopping-regulated-activities)

You must notify us if you plan to stop providing any regulated activities that you're registered for.

Once you have notified us about the regulated activities you plan to stop providing, you must apply to [cancel the registration for these activities](https://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration).

**Statement of purpose:** If this change affects what is in your statement of purpose you will need to amend that too.

[**Changes to registered details: provider's name and address – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-providers-name-address-notification-form)

You must notify us if:

* you are an registered provider that is an organisation, and
* you change your registered provider name, or change your trading name

Once you have notified us about the change you would like to make, you must apply to [change the provider name on your registration](https://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration). If you change your legal entity you would have to cancel your registration and re-register with us as a new provider

**Statement of purpose:** If this change affects what is in your statement of purpose you will need to amend that too.

[**Changes to registered details: registered manager for an activity – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-registered-details-registered-manager-activity)

You must notify us if there are changes to who's managing your regulated activity or locations. For example, if one of your managers is going to:

* register
* add regulated activities or locations to their registration
* cancel regulated activities or remove locations from their registration
* cancel their entire manager registration

Once you have notified us about the change you would like to make, the registered manager must apply to [change their registration](https://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration).

**Statement of purpose:** If this change affects what is in your statement of purpose you will need to amend that too.

[**Changes to your statement of purpose – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/changes-your-statement-purpose-notification-form)

You must:

* keep your [statement of purpose](https://www.cqc.org.uk/guidance-providers/registration-notifications/statement-purpose) up-to-date and notify us if you make any changes to it
* send us a revised copy of the statement when you notify us.

We will update your registration details with your revised statement of purpose once we have processed your notification - you do not have to take any further action.

[**Death of a detained mental health patient – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/death-detained-mental-health-patient-notification-form)

You must notify us when:

* a person has died while being detained (or liable to be detained) under the Mental Health Act 1983

You must notify us of the death without delay.

[**Death of a person using the service – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/death-person-using-service-notification-form)

You must tell us about the death of a person using your service if either of the following has happened:

* the person died while a [regulated activity](https://www.cqc.org.uk/guidance-providers/registration/regulated-activities) was being provided
* their death may have been a result of the regulated activity or how it was provided

[**Death of a registered provider (and plans for the service) – notification forms**](https://www.cqc.org.uk/guidance-providers/notifications/death-registered-provider-notification-forms)

Personal representatives must also tell us about their plans for the service. This should be done within **28 days** of the death of the registered provider.

[**Events that stop a service running safely and properly – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/events-stop-service-running-safely-properly-notification-form)

You must notify us if:

* you cannot meet people's assessed needs safely, for example, due to staff absence or damage to premises, or
* a utility, fire alarm, call systems or other safety equipment fails for more than 24 hours.

You must notify us without delay.

[**Liquidator or trustee's plans for a service – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/liquidator-or-trustees-plans-service-notification-form)

You must tell us about your plans for a regulated activity if you are:

* a trustee in a bankruptcy of an individual
* a liquidator (or provisional liquidator) of an organisation
* the receiver (or manager of the property) of an organisation

[**Outcome of an application to deprive a person of their liberty (DoLS) – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/application-deprive-person-their-liberty-dols-notification-form)

As soon as you know the outcome of an application to the court, you must:

* tell us about the outcome of the application to deprive a person of their liberty
* tell us about the outcome of any application made to the Court of Protection. Do this even where you have not made the application yourself. For example, the local authority may have applied to the court
* tell us if an application is withdrawn.

**Do not tell us you are making an application. Only tell us about outcomes or withdrawn applications.**

[**Police involvement in an incident – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/police-involvement-incident-notification-form)

You must notify us of incidents which may affect someone's health, safety and welfare when using, visiting or working at your service. You must tell us without delay.

Exceptions

Please **do not** notify us using this form if you have made a report to the police about a service user being affected by death, serious injury or abuse. Then you should use the specific notification form.

[**Return of a registered individual after an absence of 28 days or more – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/return-registered-individual-after-absence-28-days-or-more)

tell us when a registered person or registered manager has returned to work [after an absence of 28 days or more](https://www.cqc.org.uk/guidance-providers/notifications/absence-registered-individual-28-days-or-more-notification-form).

You must notify us of a return to work within seven days.

[**Serious injury to a person using the service – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/serious-injury-person-using-service-notification-form)

You must tell us about a serious injury to a person using your service if either of the following has happened:

* the person was seriously injured while a [regulated activity](https://www.cqc.org.uk/guidance-providers/registration/regulated-activities) was being provided
* their injury may have been a result of the regulated activity or how it was provided

If the serious injury is the result of an assault, you should use our [allegation of abuse notification form](https://www.cqc.org.uk/guidance-providers/notifications/allegations-abuse-safeguarding-notification-form) instead.

[**Unauthorised absence – notification form**](https://www.cqc.org.uk/guidance-providers/notifications/unauthorised-absence-notification-form)

**This is for security designated providers**

Security designated services only – Mental Health Act (Absent Without Leave)