

CQC Registration Checklist

A practical checklist for new private clinics and health services in England preparing to register with the Care Quality Commission. Tick each item as you complete it.

1. Before you apply

- ☐ Confirm which regulated activities you will carry on (Schedule 1, Regulated Activities Regulations 2014) and check for exemptions in CQC's scope guidance.
- ☐ Decide the provider's legal entity: individual, partnership or organisation (for example a limited company).
- ☐ Set out the locations you will register, and what happens at each.
- ☐ Have premises ready: lease, layout, clinical rooms, cleaning and waste contracts, and equipment.
- ☐ Arrange insurance cover suited to your services (for example indemnity, employers' and public liability).
- ☐ Pay the ICO data protection fee, unless you are exempt, and appoint someone responsible for data protection.

2. People

- ☐ Nominated individual identified (organisations), with an enhanced DBS disclosure.
- ☐ Registered manager applicant for each regulated activity, with an enhanced DBS and evidence of qualifications, skills and experience.
- ☐ Fit and proper person checks for directors (Reg 5) and staff (Reg 19): identity, right to work, references, employment history, health, professional registration.
- ☐ Safeguarding lead named, and staff trained to the right level for adults and children.
- ☐ Training plan in place, including mandatory training and Oliver McGowan training on learning disability and autism.

3. Statement of purpose and documents

- ☐ Statement of purpose meeting Reg 12 and Schedule 3 of the Registration Regulations 2009 (aims, locations, service user bands, regulated activities, registered manager details).
- ☐ Governance framework, risk management and risk register (WD-CQC-GOV series in the Wardour Clinic pack).
- ☐ Incident reporting, duty of candour (Reg 20) and statutory notifications procedures.
- ☐ Safeguarding adults and children, consent, Mental Capacity Act, chaperone and Prevent policies.
- ☐ Infection prevention and control, waste, cleaning schedules, and equipment maintenance records.
- ☐ Medicines management, emergency and resuscitation procedures, if relevant to your services.
- ☐ Complaints procedure, patient information, privacy notice, confidentiality and records management (UK GDPR).
- ☐ Recruitment, induction, supervision, appraisal and whistleblowing (Freedom to Speak Up) policies.
- ☐ Business continuity plan.
- ☐ Any other supporting documents CQC lists for your type of service.

4. Submitting the application

- ☐ Download the current new provider form, plus any additional forms (more than one location or nominated individual, for example).
- ☐ Registered manager application(s) completed and signed.
- ☐ Every question answered, and every declaration signed and dated.
- ☐ Supporting documents labelled clearly and checked for accuracy.
- ☐ Everything sent together, as CQC rejects incomplete applications and resubmissions lose their place in the queue.

5. After registration

- ☐ Check the conditions on your certificate match your services and statement of purpose.
- ☐ Set up annual fee payment and a log of statutory notifications.
- ☐ Run a governance cycle of audits, incident review, risk review and policy reviews, with evidence kept.
- ☐ Display your CQC rating once you have one (Reg 20A).
- ☐ Keep your statement of purpose up to date and tell CQC about changes.

Important. This checklist is general information only, not legal or regulatory advice, and does not guarantee registration. CQC requirements change, so always check the current guidance on [cqc.org.uk](https://www.cqc.org.uk) before you apply.

Sources

CQC - Applying as a new provider: [cqc.org.uk/guidance-regulation/registration/applying-new-provider-guidance](https://www.cqc.org.uk/guidance-regulation/registration/applying-new-provider-guidance)

CQC - Application forms: [cqc.org.uk/guidance-regulation/providers/registration/register-provider/provider-application-forms](https://www.cqc.org.uk/guidance-regulation/providers/registration/register-provider/provider-application-forms)

CQC - Statement of purpose: [cqc.org.uk/guidance-regulation/registration/statement-purpose](https://www.cqc.org.uk/guidance-regulation/registration/statement-purpose)

Regulated Activities Regulations 2014: [legislation.gov.uk/uksi/2014/2936](https://www.legislation.gov.uk/uksi/2014/2936) | Registration Regulations 2009: [legislation.gov.uk/uksi/2009/3112](https://www.legislation.gov.uk/uksi/2009/3112)

ICO - Data protection fee: ico.org.uk/for-organisations/data-protection-fee/

Need the documents? The Wardour Clinic CQC pack provides editable policies, procedures and Excel registers mapped to CQC's key questions and the 2014 Regulations. See wardourclinical.co.uk.