

## Application to voluntarily cancel registration from a social care provider or manager<sup>1</sup>

You must complete and return this form to apply to cancel your registration as a provider or a manager.

There are two sections to this form. Part A is an application to cancel registration as a provider; part B is an application to cancel registration as a manager.

You must send the applicable part of the form to Ofsted at the address given below at least **three months' before** the date you want the cancellation to take effect. We may agree to a shorter period of notice in exceptional circumstances.<sup>2</sup>

If we have served you with a notice of proposal to cancel your registration as a provider or a manager,<sup>3</sup> or a notice of decision,<sup>4</sup> you **cannot** apply to voluntarily cancel your registration.<sup>5</sup>

We will not be able to process your application for cancellation unless all the required information is provided to us. We may contact you to ask for further information. If you do not provide the required information, this may cause delays in processing your application and may result in the need to revise your proposed cancellation date.

If this is an application to cancel a registered provider, then this form must be signed by someone who makes up the registered provider and any application without the appropriate signature(s) will need to be resubmitted.

If this is an application to cancel the registration of a manager, then this form must be signed by the manager who is applying to cancel their registration.

We cannot process forms that are not signed by the correct person(s) and any application without the appropriate signature(s) will need to be resubmitted

The provider **must** return or destroy the certificate of registration on the agreed cancellation date.

If you have questions on completing this form, please contact our contact centre on 0300 123 1231.

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<sup>1</sup> Section 15 (1)(b) of the Care Standards Act 2000 and regulation 13 of the Care Standards Act 2000 (Registration)(England) Regulations 2010.

<sup>2</sup> Regulation 13(2)(b) of the Care Standards Act 2000 (Registration)(England) Regulations 2010.

<sup>3</sup> Section 17(4)(a) of the Care Standards Act 2000.

<sup>4</sup> Section 19(3) of the Act.

<sup>5</sup> Section 15(2) of the Act.

**Part A - for registered providers only**

**Notice of application from a registered provider to voluntarily cancel their registration under section 15(1)(b) of the Care Standards Act 2000**

**Information about the establishment, agency, scheme or undertaking**

Section 1a

Name of registered provider	
Name of establishment, agency, scheme or undertaking	
Address	
	Postcode
Telephone number	
Email	
Date of registration	
Ofsted reference number	
Proposed date of voluntary cancellation	

**Description of the establishment, agency, scheme or undertaking**

Section 2a

<b>Please tick as appropriate</b>	
Children's home	
Independent fostering agency	
Supported accommodation	
Voluntary adoption agency	
Adoption support agency	
Residential family centre	
Residential holiday scheme for disabled children	

Section 3a

What are your reasons for applying to cancel your registration?

Section 4a

If your proposed date for cancellation is less than three months from the date of this application, what are the reasons for this? Please also provide a report about whether your establishment, agency, scheme or undertaking has ceased to be financially viable, or is likely to cease to be financially viable, within the next 12 months.

### Section 5a

What arrangements have you made to ensure that children, young people and where appropriate, adult service users, will continue to be provided with similar accommodation and/or services to the type that you currently provide after the proposed cancellation date? (Please continue on a separate sheet if necessary)

### Section 6a

What arrangements have you made for the retention and secure storage of records after the proposed cancellation date?

Section 7a

What notice or information have you given to the following people about your application to cancel your registration?

(i) the people who use your service, including children and young people, foster carers, adoptive parents, private residences and families

(ii) representatives of the people listed in (i), including placing authorities and, for supported accommodation, each local authority that arranges for you to accommodate children or, if different, the local authority in which the premises used by you are located.

(iii) the local authority in the area where the establishment, agency or undertaking operates

Section 8a

If you have not given information to any of the people listed in section 7a, what are the circumstances that have prevented you from giving them information about your notice to cancel?

(i) the people who use your service, including children and young people, foster carers, adoptive parents private residences and families

(ii) representatives of the people listed in (i), including placing authorities and, for supported accommodation, each local authority that arranges for you to accommodate children or, if different, the local authority in which the premises used by you are located

(iii) the local authority in the area where the establishment, agency or undertaking operates

Section 9a

<p>If you have not already given notice or information about your application to cancel your registration to the people in Section 7a, the law requires that you do so within seven days of making this application to cancel. Will you provide these notifications? Please write either yes or no next to each group below.</p>	
<b>Specified Persons</b>	<b>Yes/No</b>
Each person who uses your service (including children and young people, foster carers, adoptive parents private residences and families)	
Their representative, including placing authorities (this includes anyone who has parental responsibility for a child/young person) and, for supported accommodation, each local authority that arranges for you to accommodate children	
The local authority in the area where the establishment, agency or undertaking operates	

Section 10a

<p>If you have responded 'no' to any answer in Section 9a, what are the reasons that will prevent you from doing this?</p>

Section 11a

What notice or information have you given to staff of your service (including paid and volunteer staff) about your application to cancel registration?

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**Declaration by the registered provider (that is an organisation or individual provider)**

I declare that, to the best of my knowledge, the information given in support of this application to cancel my registration as detailed above is accurate.

**Name:**

**Signed:** .....

Details of your role within the registered provider:

**Date:**

**Declaration by the registered provider (that is a partnership)**

If partnership, all partners to sign.

We declare that, to the best of our knowledge, the information given in support of this application to cancel our registration as detailed above is accurate.

**Signature**

**Print name**

**Date**

Please continue on a separate sheet if necessary.

Please email your completed form to **sc.admin@ofsted.gov.uk**.

**Part B – for registered managers or registered service managers only**

**Notice of application from a registered manager or registered service manager to voluntarily cancel their registration under section 15(1)(b) of the Care Standards Act 2000**

**Information about the establishment, agency, scheme or undertaking**

Section 1b

Name of registered manager or registered service manager	
Name of registered provider	
Name of establishment, agency, scheme or undertaking	
Address	
	Postcode
Telephone number	
Email	
Ofsted reference number	
Proposed date of voluntary cancellation	

**Description of the establishment or agency**

Section 2b

<b>Please tick as appropriate</b>	
Children’s home	
Independent fostering agency	
Supported accommodation	
Voluntary adoption agency	
Adoption support agency	
Residential family centre	
Residential holiday scheme for disabled children	

Section 3b

What are your reasons for applying to cancel your registration?
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Section 4b

If your proposed date for cancellation is less than three months from the date of this application, what are the reasons for this?
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Section 5b

What notice or information have you given to the following people about your application to cancel your registration?

(i) the people who use your service, including children and young people, foster carers , adoptive parents, private residences and families

(ii) representatives of the people listed in (i), including placing authorities and, for supported accommodation, each local authority that arranges for you to accommodate children or, if different, the local authority in which the premises used by you are located

(iii) the local authority in the area where the establishment, agency or undertaking operates

Section 6b

If you have not given information to any of the people listed in section 5b, what are the circumstances that have prevented you from giving them information about your notice to cancel?

(i) the people who use your service, including children and young people, foster carers, adoptive parents, private residences and families

(ii) representatives of the people listed in (i), including placing authorities and, for supported accommodation, each local authority that arranges for you to accommodate children or, if different, the local authority in which the premises used by you are located

(iii) the local authority in the area where the establishment, agency or undertaking operates

Section 7b

<p>If you have not already given notice or information about your application to cancel your registration to the people in Section 5b, the law requires that you do so within seven days of making this application to cancel. Will you provide these notifications? Please write either yes or no next to each group below.</p>	
<b>Specified Persons</b>	<b>Yes/No</b>
Each person who uses your service (including children and young people, foster carers, adoptive parents, private residences and families)	
Their representative, including placing authorities (this includes anyone who has parental responsibility for a child/young person) and, for supported accommodation, each local authority that arranges for you to accommodate children	
The local authority in the area where the establishment, agency or undertaking operates	

Section 8b

<p>If you have responded 'no' to any answer in Section 7b, what are the reasons that will prevent you from doing this?</p>
Empty space for response

Section 9b

What notice or information have you given to staff of your service (including paid and volunteer staff) about your application to cancel registration?

**Declaration by the registered manager or registered service manager**

I declare that, to the best of my knowledge, the information given in support of this application to cancel my registration as manager as detailed above is accurate.

**Name:**

**Signed:** .....

**Date:**

**Alternative contact email address** for us to confirm with you that your registration is cancelled (this is because in many cases the person applying to cancel their manager registration will have left their employment by the time the cancellation has taken effect, and their work contact email address will no longer be in use):

Please continue on a separate sheet if necessary.

Please email your completed form to [sc.admin@ofsted.gov.uk](mailto:sc.admin@ofsted.gov.uk).

**Seperate sheet for additional information**