

Dental Registration - Frequently Asked Questions:

Updated November 2019

Am I required to re-register on an annual basis?

No, although your practice will be subject to at least one inspection a year as per the requirements of [The Regulation and Improvement Authority \(Fees and Frequency of Inspections\) Regulations \(Northern Ireland\) 2005](#). You will not be issued with a new certificate of registration unless there has been a change in your details.

Do I need to pay an annual fee to maintain my practice's registration?

Yes. The annual fee is calculated from your approved number of registered dental chairs as on your certificate (at the rate of £46 per chair). The annual fee is due on the first anniversary of your date of initial registration and the RQIA shall issue you an invoice when this payment is due.

If I intend to sell my practice what should I do?

As an existing registered provider you are required to notify us of your intention to deregister as responsible person. You should do so by completing a voluntary cancellation of registration form via the Web Portal.

The new provider will need to make a full application and complete the vetting process regardless of whether he/she is currently registered with the RQIA. The necessary paperwork should preferably be submitted at least 3 months prior to the proposed date of the transfer to allow the registration process to be completed in a timely manner. The RQIA is aware of issues surrounding commercial sensitivity & confidentiality in such situations and we are prepared to work with both parties to facilitate a smooth transfer of ownership.

If my practice is registered but I am planning to change the Business entity in control of the service is there a requirement to reapply?

Yes. Under [The Regulation and Improvement Authority \(Registration\) Regulations \(Northern Ireland\) 2005](#) if a new entity is coming forward in respect of a registered establishment there is a requirement for a new application. This would apply in such cases where, for example, a sole provider is forming a limited company. In this case the registered person may need to reapply as he/she shall be coming forward in respect of a newly formed entity.

If there are no other changes to the operating of practice as a result of the change to business entity then certain sections of the application may be omitted (such as the self-assessment form & the pre-registration inspection process).

What registration fee should be submitted with my application?

If you are required to make a new application then the full fee of £952 will apply, however, you shall be exempt from paying an annual registration fee for a period of one year.

My practice is carried on by a limited company but I wish to change the responsible individual. What application is required in this scenario?

If the provider organisation is not changing then there is not the requirement for a full application and registration fee, however, the new responsible individual will need to go through the vetting process and will need to be formally approved for registration by the RQIA before he/she can take on this role. The individual should complete the Part B Responsible Person Application & the online AccessNI form. This person will also need to attend a 'fit person' interview, usually facilitated by the lead inspector of the practice. In this scenario the registration fee is non-applicable but the applicant will need to submit a payment of £33 to cover their enhanced disclosure fee.

What if the practice is registered under a partnership but we wish to add an additional partner to the registration?

The 2005 Registrations Regulations state that, where the establishment is carried on by a partnership, each member of the partnership must be a registered person. If a new partner is to be added to the partnership then this person must successfully complete the registration process (as above). The existing partners should also confirm the new arrangements in writing. In this scenario the registration fee is non-applicable but the applicant will need to submit a payment of £33 to cover their enhanced disclosure fee.

What type of practice is required to appoint a registered manager?

If a dentist is a sole owner of a practice and is not an organisation (such as a limited company) or a partnership and is in day-to-day running of the practice then there is no requirement to appoint a registered manager. If a practice / sole dentist is an organisation such as a limited company / corporate body or if the practice is carried on by a partnership then you must appoint a registered manager.

I wish to appoint a practice manager or I have a manager who is leaving and so I need to register his/her replacement.

If you are appointing a new practice manager this person will need to apply for registration with the RQIA and complete the vetting process before his/her registration can be confirmed. In this case the manager should complete and submit the Part C Application, online AccessNI form and the required supporting documents. A total payment of £294 should also be submitted (i.e. the manager registration fee of £261 & AccessNI fee of £33).

A manager application can currently be submitted by hard copy **or** completed via our web portal. The following guidance documents outline how a provider can set up

their new manager as a delegated portal user and how the manager can complete and submit their application form via the portal:

[https://rqia.org.uk/RQIA/media/RQIA/Web%20Portal%20Docs/How-to-make-a-Manager-Application-\(Provider-guidance\)_1.pdf](https://rqia.org.uk/RQIA/media/RQIA/Web%20Portal%20Docs/How-to-make-a-Manager-Application-(Provider-guidance)_1.pdf)

[https://rqia.org.uk/RQIA/media/RQIA/Web%20Portal%20Docs/How-to-complete-a-manager-application-\(Applicant-guidance\).pdf](https://rqia.org.uk/RQIA/media/RQIA/Web%20Portal%20Docs/How-to-complete-a-manager-application-(Applicant-guidance).pdf)

Larger organisations are permitted to apply to have one registered manager over up to three registered practices. If this scenario, one Part C application can be submitted to cover multiple practices.

If my manager has left their post or will be absent for an extended period of time which form should I complete?

If the registered manager has left the post or if the manager is absent for a period exceeding 28 days you are required to complete a notification of manager absence form. You are permitted to have an 'Acting Manager' as an interim measure if there is a delay in the appointment of a new manager or if the existing registered manager is absent for a prolonged period (e.g. due to long term illness).

From the 1 April 2019, Web Portal will become the only method of submitting a notification of manager absence form.

A step-by-step guide on how to complete this online form can be found on the RQIA website:

<https://rqia.org.uk/RQIA/media/RQIA/Web%20Portal%20Docs/How-to-complete-a-Notification-of-Manager-Absence.pdf>

If there are any changes to my practice which shall impact on my registration do I need to submit an application?

Yes, although in this case you would submit a variation to registration application. An example of when a variation form should be submitted would be if you intend to increase or decrease your maximum number of registered dental chairs. The fee applicable in this case would be £100. If your proposed changes constitute a minor variation (defined as a variation which in the opinion of RQIA would involve no material alteration to the register kept by RQIA) in this case the fee is £25.

From the 1 April 2019, Web Portal will become the only method of submitting a variation to registration form.

A step-by-step guide on how to complete this online form can be found on the RQIA website:

<https://rqia.org.uk/RQIA/media/RQIA/Web%20Portal%20Docs/How-to-complete-an-application-for-Variation-to-Registration.pdf>

If I intend to move my practice to a new premise, which application should I submit?

If there is no change to the business entity in control of the practice then you should submit a Variation Application & building plans for the new premises. This submission should be made with the Web Portal (see above). There will also be a requirement for a pre-registration inspection of the new premises. The Responsible Person(s) & Manager will not need to reapply in this case and the £100 variation fee shall be applicable.

How can I pay my annual fee or application fee to RQIA?

Fee payments can either be made by cheque (made payable to the 'Regulation & Quality Improvement Authority') or by BACS transfer. BACS payments should be made to the following account details (Sort Code 902127, Account No 88056622) and the accompanying narrative should include details which will identify your service (such as the practice name, RQIA ID number or invoice number).

How do I carry out AccessNI checks on staff I'm intending to employ in my practice?

RQIA does not undertake the processing of AccessNI applications on behalf of employers. Employers have the option to register with AccessNI as a registered body, or alternatively, they may choose to use an umbrella body i.e. this is an organisation which has registered with AccessNI to make applications for standard and enhanced disclosures on behalf of other organisations. Further information may be accessed on the AccessNI website or by contacting the Helpline.

<https://www.justice-ni.gov.uk/articles/about-accessni>

Helpline number: 0300 200 7888

Email address accessni@ani.x.gsi.gov.uk

Address: AccessNI, PO Box 1085, Belfast, BT5 9BD

Guidance for changes to Dental Practices:

Change from Sole Provider to Organisation (i.e. Limited Company):

Any change in business entity requires the practice to re-register. This means that the following documents are required:-

- Completed Part A application form – Information about the Establishment plus supporting documents listed in Section 6 of the form apart from Item 4 (pre-registration self-assessment form not required).
- £952 Establishment registration fee.

- Completed Part B application form – Information about the Provider plus all of the supporting documents listed in Section 12 of the form. This will include an enhanced disclosure application made online through the AccessNI portal.
- Completed Part C application form – Information about the Manager plus supporting documents listed in Section 11 of the form. This will include an enhanced disclosure application made online through the AccessNI portal.
*see note below
- £261 Manager registration fee

***Please note:** All practices registering as an organisation are required to submit a Part C application. The provider can either apply to register as the manager themselves or they can nominate another staff member to register as manager. The person coming forward to register as manager must be in day to day management of the practice.

Change from Sole Provider to Partnership:

Any change in business entity requires the practice to re-register. This means that the following documents are required:-

- Completed Part A application form – Information about the Establishment plus supporting documents listed in Section 6 of the form apart from Item 4 (pre-registration self-assessment form not required).
- £952 Establishment registration fee.
- Completed Part B application form – Information about the Provider plus all of the supporting documents listed in Section 12 of the form – To be completed by each member of the partnership. This will include an enhanced disclosure application made online through the AccessNI portal.
- Completed Part C application form – Information about the Manager plus supporting documents listed in Section 11 of the form. This will include an enhanced disclosure application made online through the AccessNI portal.
*see note below
- £261 Manager registration fee.

***Please note:** All practices registering as a partnership are required to submit a Part C application. The manager can either be one of the partners or another staff member can be nominated to register as manager. The person coming forward to register as manager must be in day to day management of the practice.

Taking over an existing practice:

The new owner is required to re-register the practice under their name. The following documents should be submitted:

- The current owner of the service should also complete and submit an application for cancellation of their registration via our web portal (see the guidance below). Receipt of this cancellation form will be taken as the outgoing provider giving consent for RQIA to engage with the proposed new provider. A cancellation application can be withdrawn at a later date if the transfer / sale is not completed.
- Completed Part A application form – Information about the Establishment plus supporting documents listed in Section 6 of the form apart from Item 4 (pre-registration self-assessment form not required).
- £952 Establishment registration fee.
- Completed Part B application form – Information about the Provider plus all of the supporting documents listed in Section 12 of the form. This will include an enhanced disclosure application made online through the AccessNI portal. (If the new owners are coming forward as a partnership then each partner must complete a Part B form).

If the new owner of the practice is coming forward as an organisation or a partnership then the following documents should also be submitted:

- Completed Part C application form – Information about the Manager plus supporting documents listed in Section 11 of the form. This will include an enhanced disclosure application made online through the AccessNI portal.
- £261 Manager registration fee.

Closure of Practice:

If you wish to voluntarily cancel the registration of your practice you are required to provide RQIA with a minimum of 3 months' notice. The responsible person should complete and return the application for voluntary cancellation of registration. Also the certificate of registration should be returned within 14 days of the final closure date.

The voluntary cancellation form should also be completed in the scenario where a registered provider is selling their establishment or agency to new owners.

From the 1 April 2019, Web Portal will become the only method of submitting a voluntary cancellation of registration form.

A step-by-step guide on how to complete this online form can be found on the RQIA website:

<https://rqia.org.uk/RQIA/media/RQIA/Web%20Portal%20Docs/How-to-complete-an-Application-for-Voluntary-Cancellation.pdf>

Relocation of Practice:

If there is no change to the business entity in control of the practice then you should submit the following:

- Application form for variation (completed via the web portal);
- Building plans for the proposed new premises (where possible, uploaded as an attachment with the web form);
- A revised Statement of Purpose (uploaded through web portal);
- £100 variation fee.

Please note there will be a requirement for a pre-registration inspection of the new premises.

General Queries:

Application forms, checklists and further guidance are available at the following link:

<https://www.rqia.org.uk/what-we-do/register/how-to-register-with-rqia/registration-of-a-dental-practice/>

Alternatively if you require hard copies of the application forms to be posted out to you please contact the Registration Team on (028) 9536 1111 (select option 3) or by email at registration@rqia.org.uk .