# How to complete an application for variation to registration

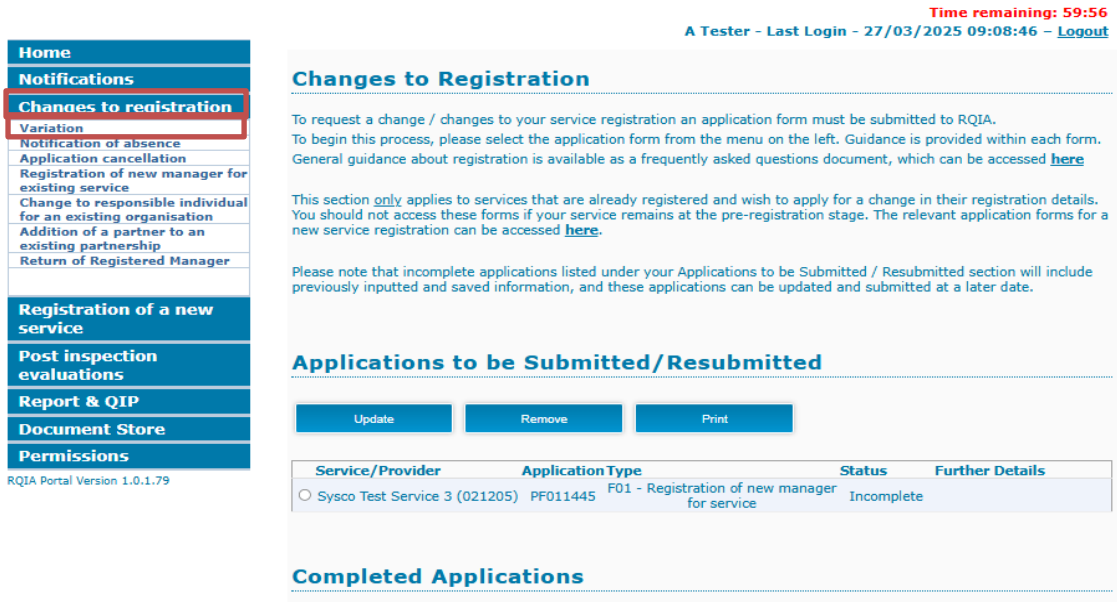
A provider, manager, or portal user with the appropriate permissions may complete an application for variation form via the RQIA web portal.

The relevant person should log onto their portal and follow these steps in order to submit their web variation form:

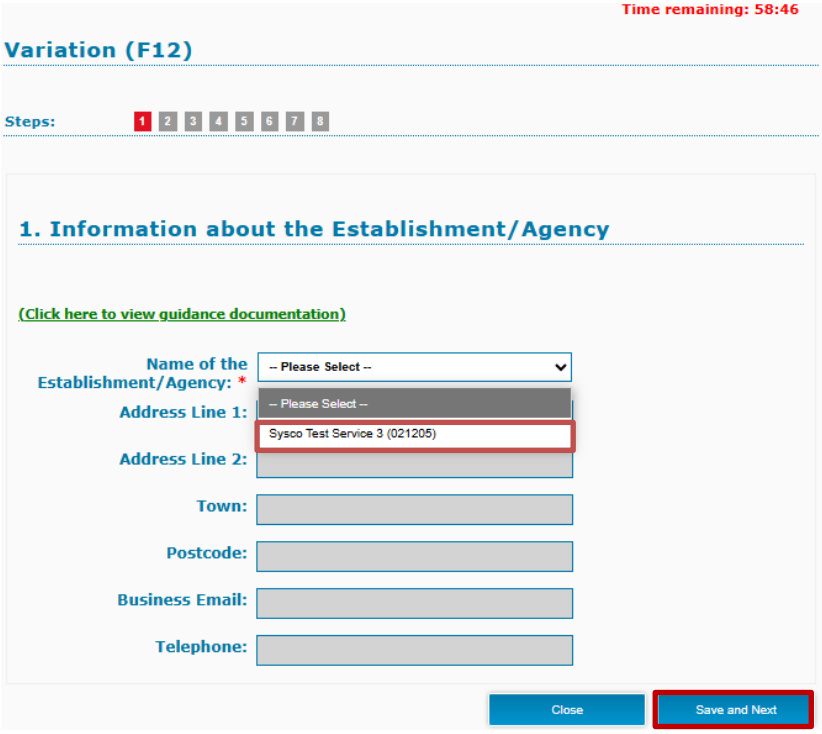
1. Access the Changes to Registration tab on the left hand side of the screen.

2. Please note that all un-submitted and rejected applications on your account will be listed under the Applications to be Submitted / Resubmitted view. The buttons in this section allow you to Update, Remove, or Print these forms. If you have exited or been timed out of a form, please select and Update the existing application rather than commencing a new form. **NB. Please note that selecting a form and clicking Remove will permanently delete the record from the system. This action cannot be undone.**

3. Select the Variation option underneath the Changes to Registration heading

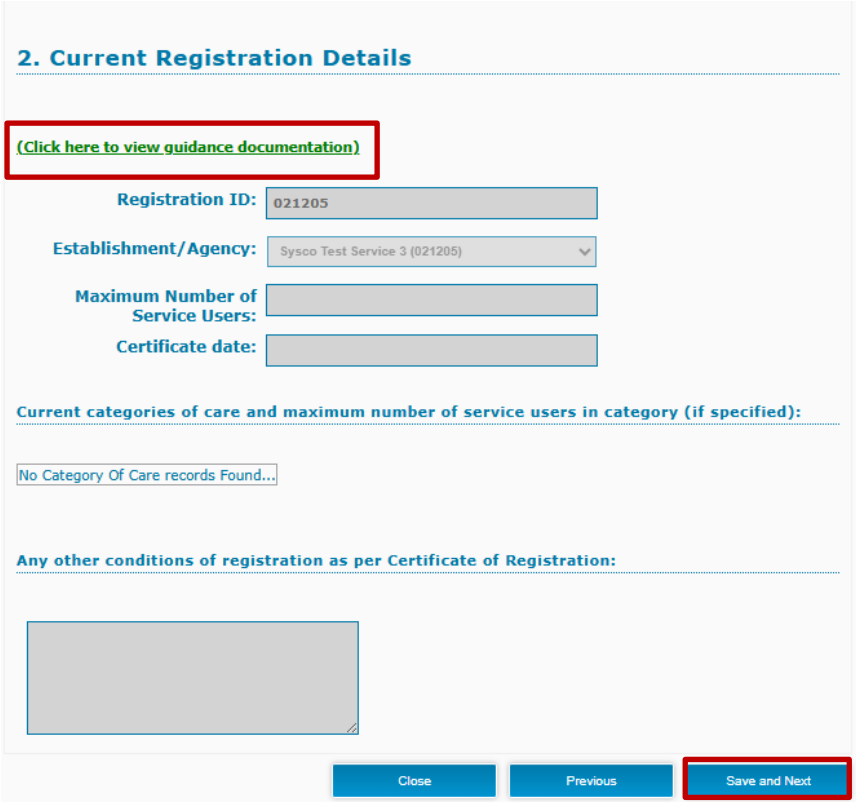



4. On page 1 of the Variation (F12) web form, use the dropdown menu beside Name of Establishment / Agency to select the relevant Service Name / ID:




When the Establishment/Agency is selected, the remaining fields on Page 1 will auto-populate. Press 'Save and Next' at the bottom of the page to proceed.

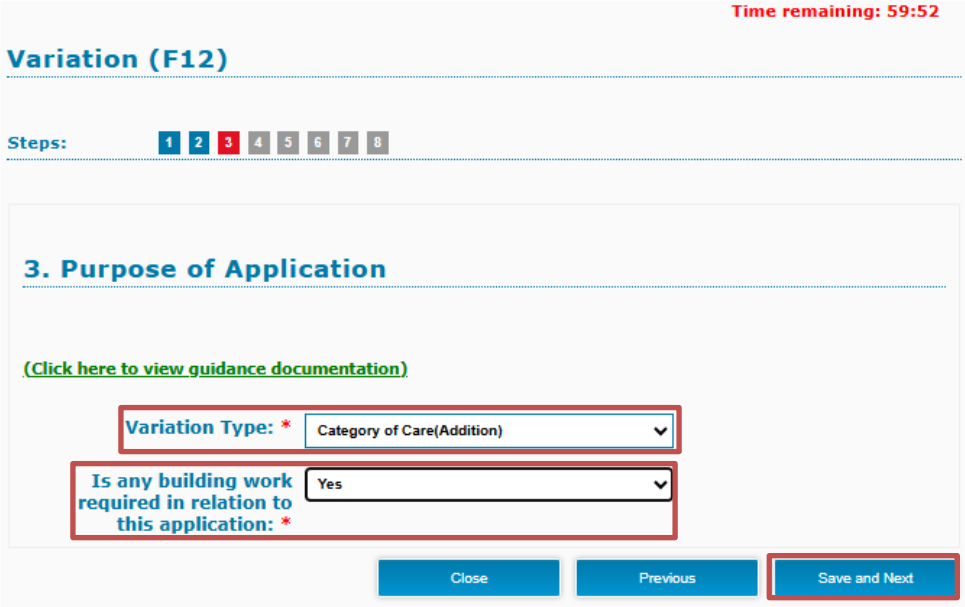
5. Page 2 will confirm the current registration details of your service as per the RQIA register. Click 'Save and Next' to continue.




6. On Page 3 you will be asked to confirm the Variation Type and whether any building work is required in relation of this application. Please note that both of these fields are mandatory.

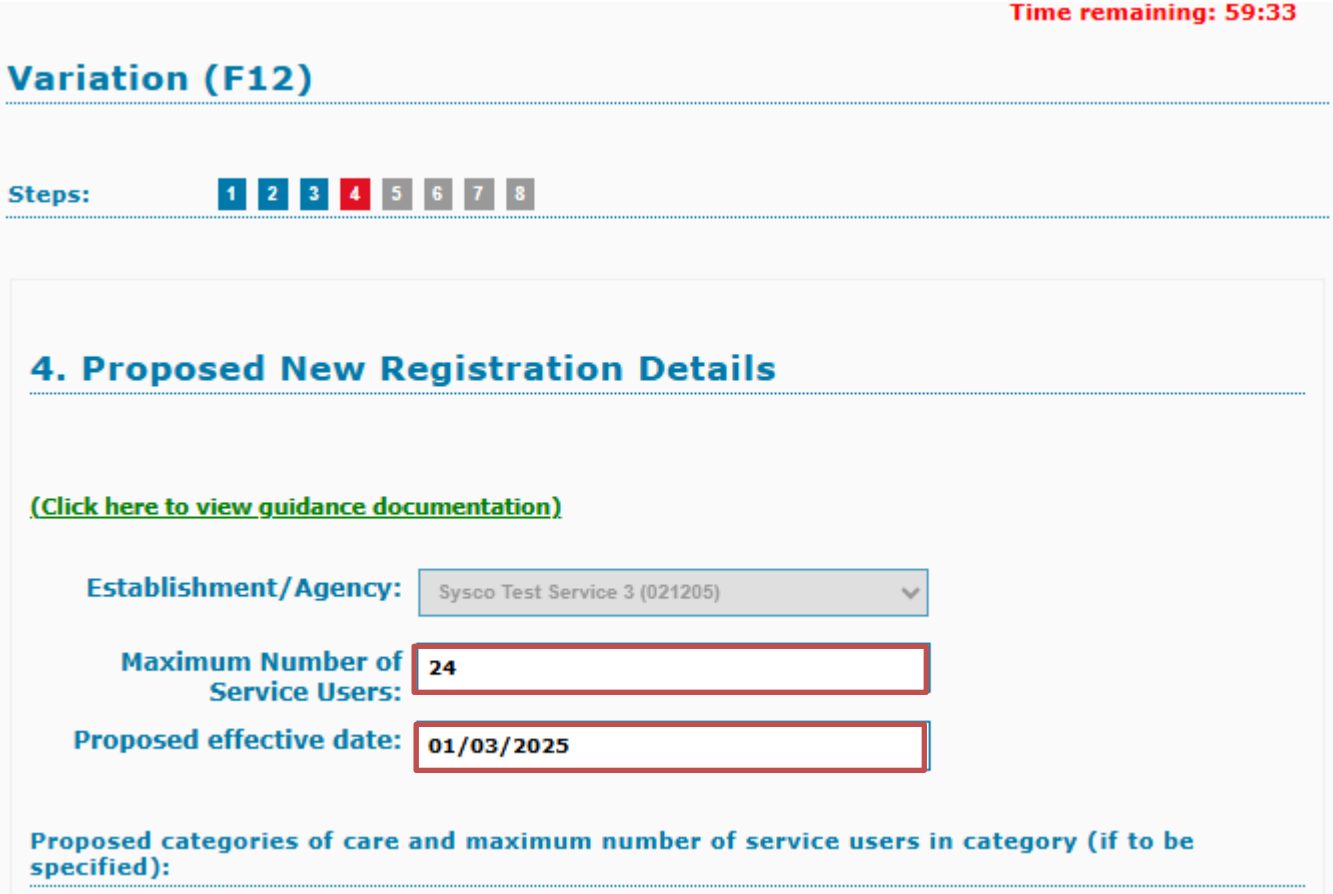
   The Variation Type dropdown list will allow you to select one of seven options. If you are unsure of which to select, please refer to the G05 guidance document (which can accessed using the link on the page).

   In response to the building works question, your options are either 'Yes' or 'No'.

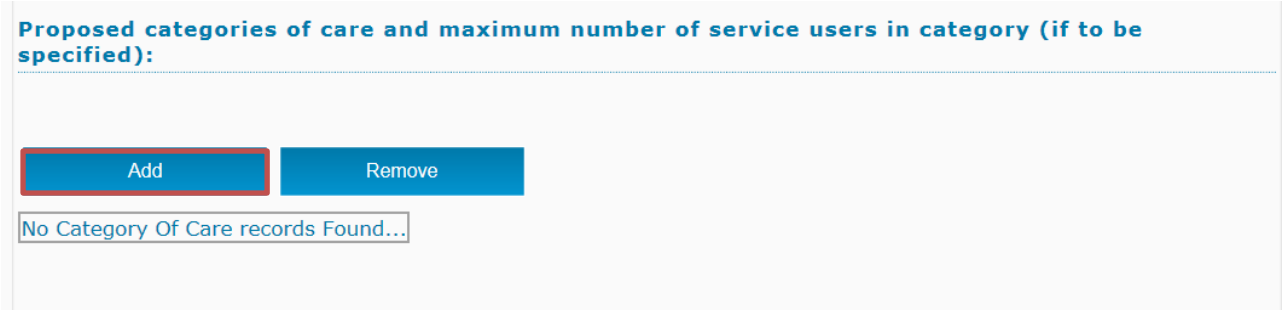


7. On Page 4 you will be asked to input the proposed new registration details (i.e. what details the service will have if the variation is approved by RQIA).

   Firstly, you can input the proposed maximum number of service users* (i.e. beds for a care home, chairs for a dental practice) and the proposed effective date for the variation to take effect (format – DD/MM/YYYY).




8. If you wish to apply to add additional categories of care, click 'Add' to access the sub-menu. You can select from a list of care categories relevant to your service type* and add a maximum number of service users (if applicable).




*Please note that not all services registered with RQIA have categories of care or a maximum number of service users. If you are unsure whether these fields apply to your service, please refer to your certificate of registration or contact the registration team (email - registration@rqia.org.uk).

Time remaining: 59:10

## Add Category of Care

Category of Care: * NH-A - Past or present alcohol dependence

Maximum Number of Users: 1

Cancel Submit

9. Click 'Submit' to return to Page 4 of the web form and the proposed new category will be listed. You can either add additional categories of care if you wish to apply for more than one, or remove a proposed category if you have entered it in error.

**Proposed categories of care and maximum number of service users in category (if to be specified):**

Add Remove

| Category of Care | Maximum Number of Users |
|---|---|
| NH-A - Past or present alcohol dependence | 1 |

9. Finally, if you want to apply for an additional condition of registration, please complete the free text box at the bottom of the page.

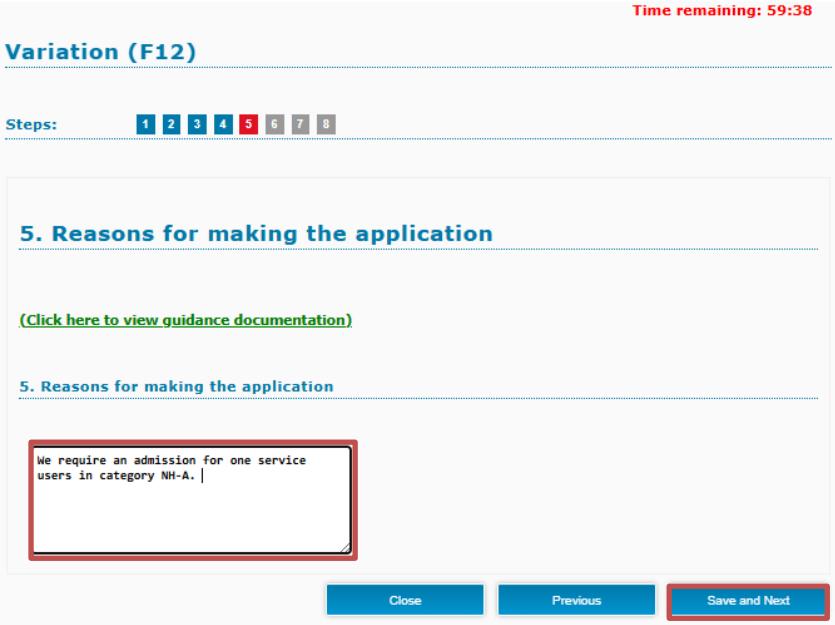
When all the required boxes are completed, click 'Save and Next' to continue.

**Any other conditions of registration as per Certificate of Registration:**

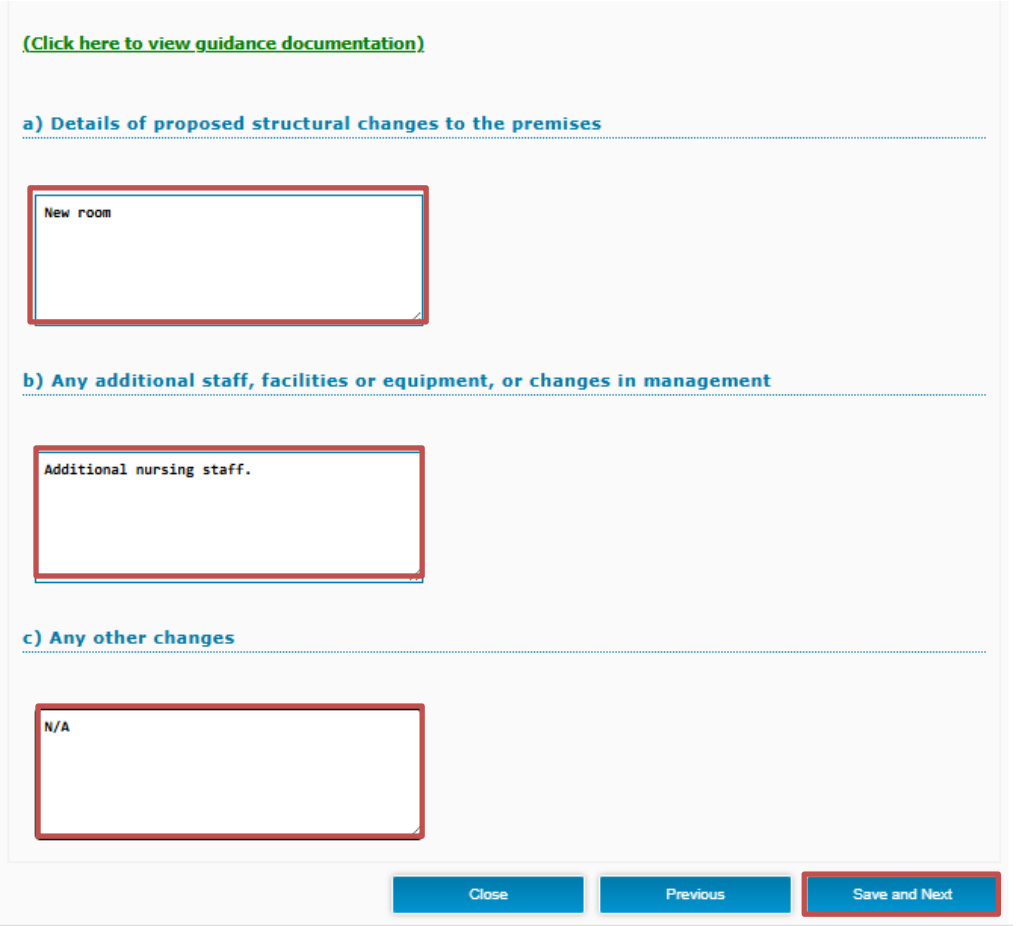
Category NH-A restricted to one service user.

Close Previous Save and Next

10. On Page 5 you will be asked to complete a free text box stating the reasons for making the application. Please include all relevant information and click 'Save and Next' to continue.




11. On Page 6 you will be asked to complete three questions relating to the proposed changes to the establishment/agency as a consequence of this application. Complete the relevant fields and click 'Save and Next'.

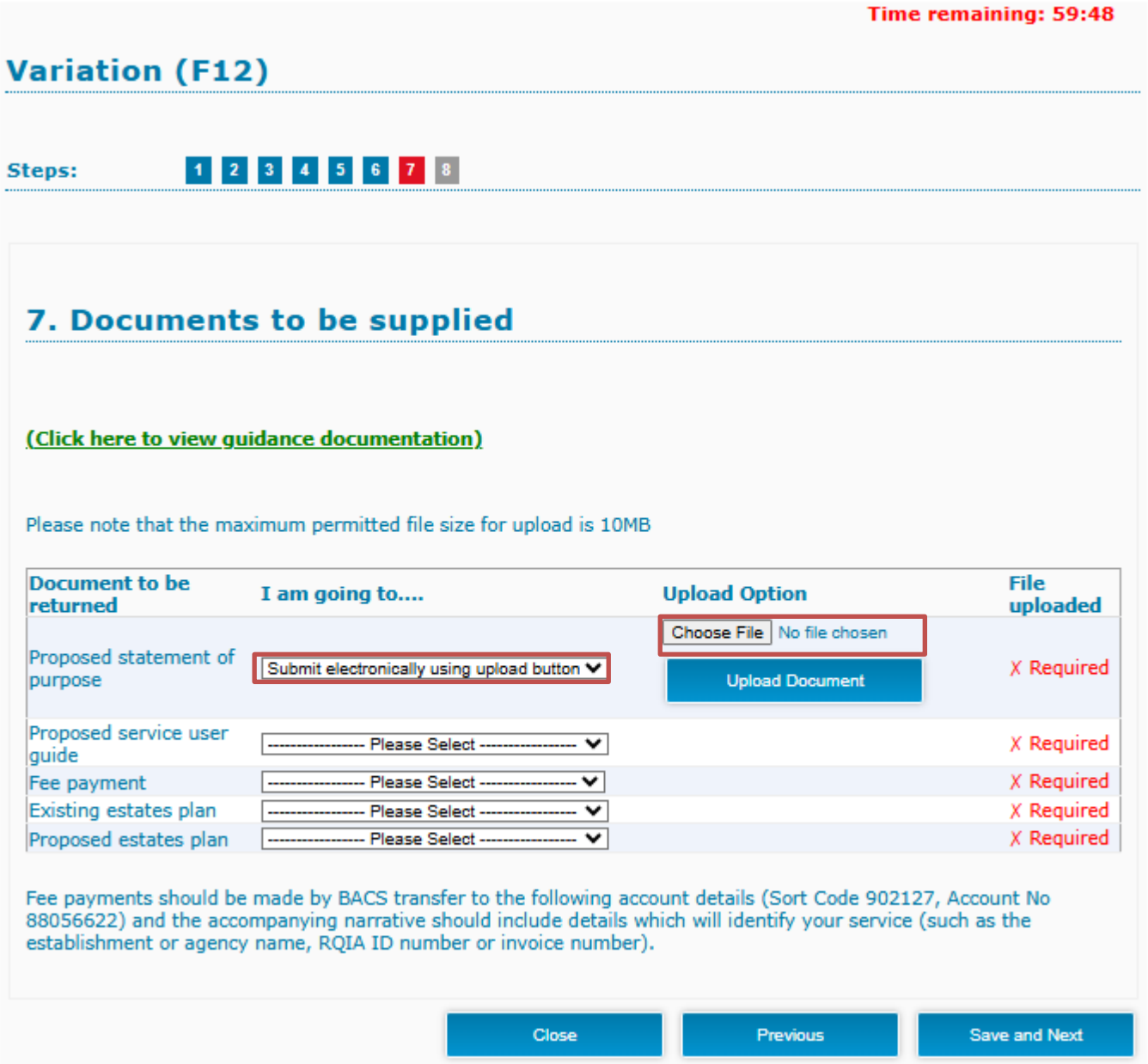


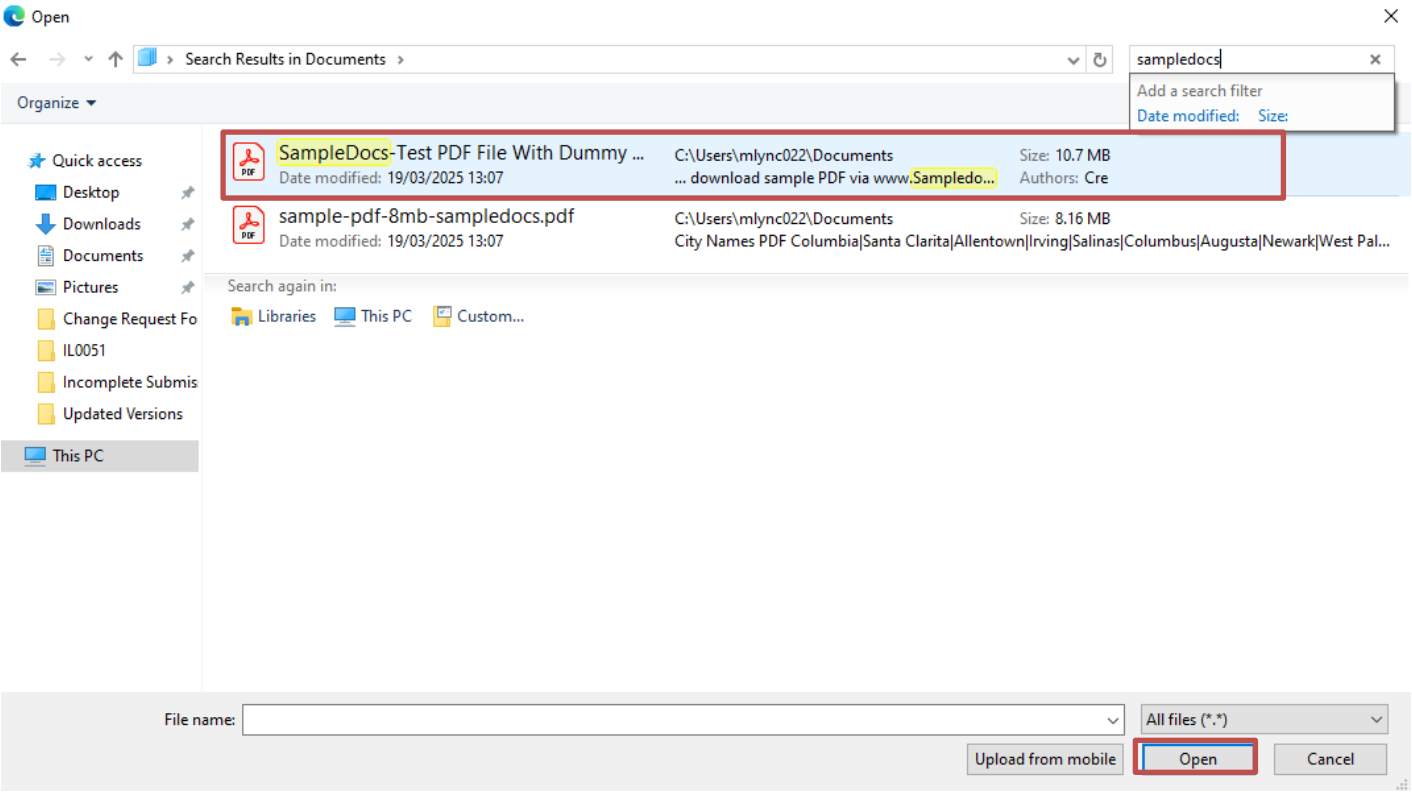
12. Page 7 of the variation web form relates to the documents to be supplied in support of the application. Both the proposed statement of purpose and proposed service user's guide need to be submitted in support of all variation applications.

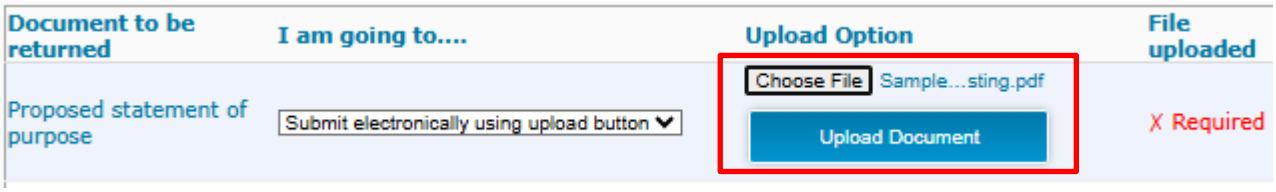
    Please note that all applicable supporting documents must be submitted electronically using the upload button. This should include clear scanned copies of your identification documents. The maximum file size permitted is 10MB.

    In order to upload a document, select the 'Submit electronically using upload button' dropdown option and then click on the 'Browse' button to search the files saved on your computer. When you find the relevant file saved on your system, select it and click 'Open'.

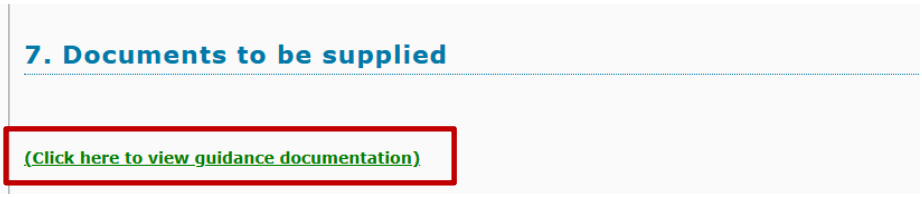
    The file selected for upload will then appear. Select 'Upload Document' to complete the upload.



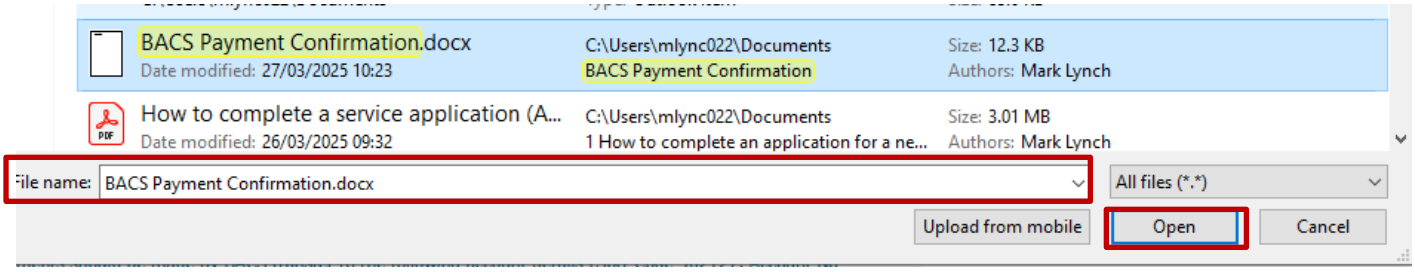


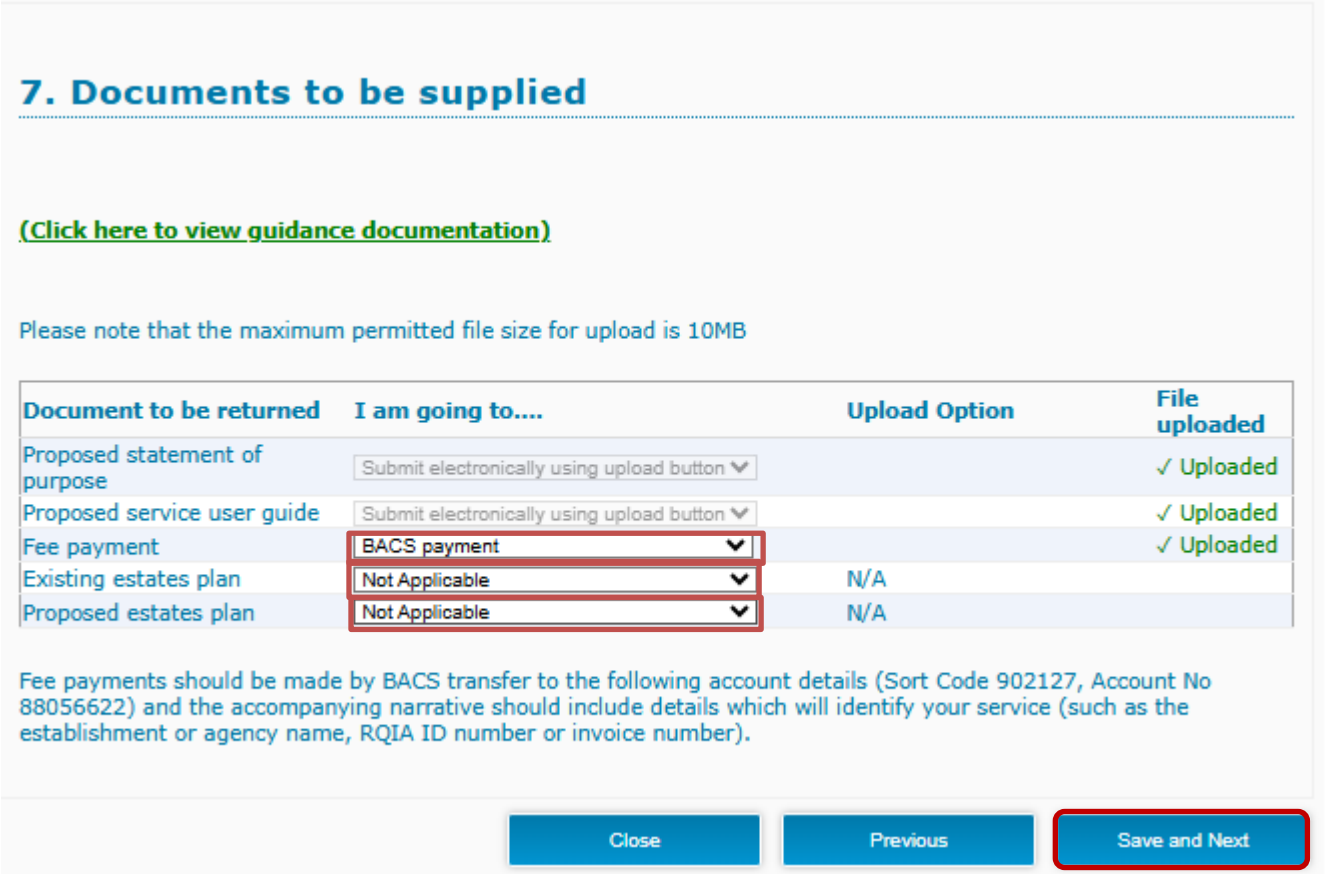

13. Where a variation fee is required (refer to the G05 guidance document linked on the page), payment should be made by BACS transfer to the following account - Sort Code 902127, Account No 88056622. Please include your name and/or the name of your service within the payment narrative.




14. Once you select BACS payment from the dropdown menu, you will be prompted to upload evidence of the payment. Ideally this will be a screenshot of the BACS transfer or a remittance advice. Please follow the method of upload as shown below:

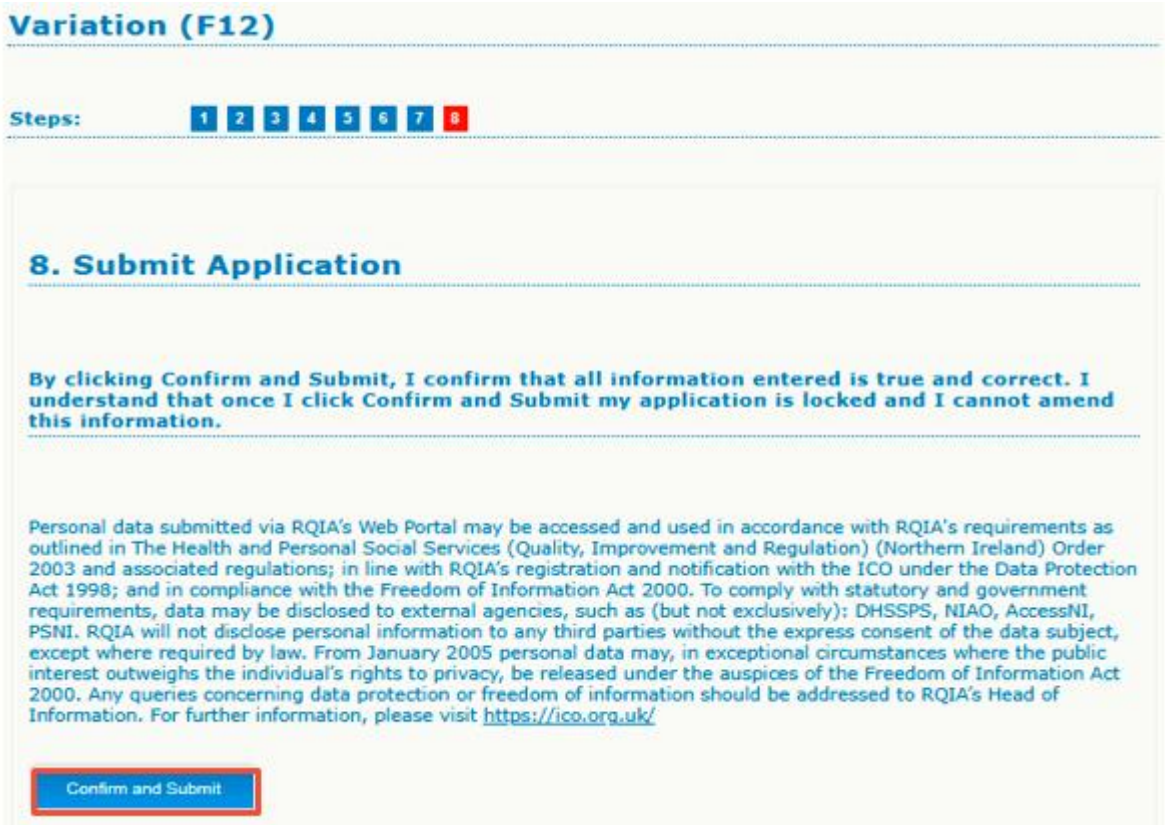



15. Not all variations will require the submission of estates plans and therefore you have the option of selecting 'Not Applicable' in the dropdown menu. Variations which result in structural changes to the premises will require the submission of both the existing and proposed estates plans. Again, these should be submitted by electronic upload.




NB. The portal will accept the upload of most formats of electronic document up to the size of 10MB. If you are unable to complete the upload (i.e. due to an incorrect file type or a file which is too large) please contact the RQIA Web Portal Support Desk for guidance (email - information.team@rqia.org.uk).

16. On Page 8, you will be given the option to 'Confirm and Submit' which will submit your completed form.



Variation (F12)

Steps: 1 2 3 4 5 6 7 8

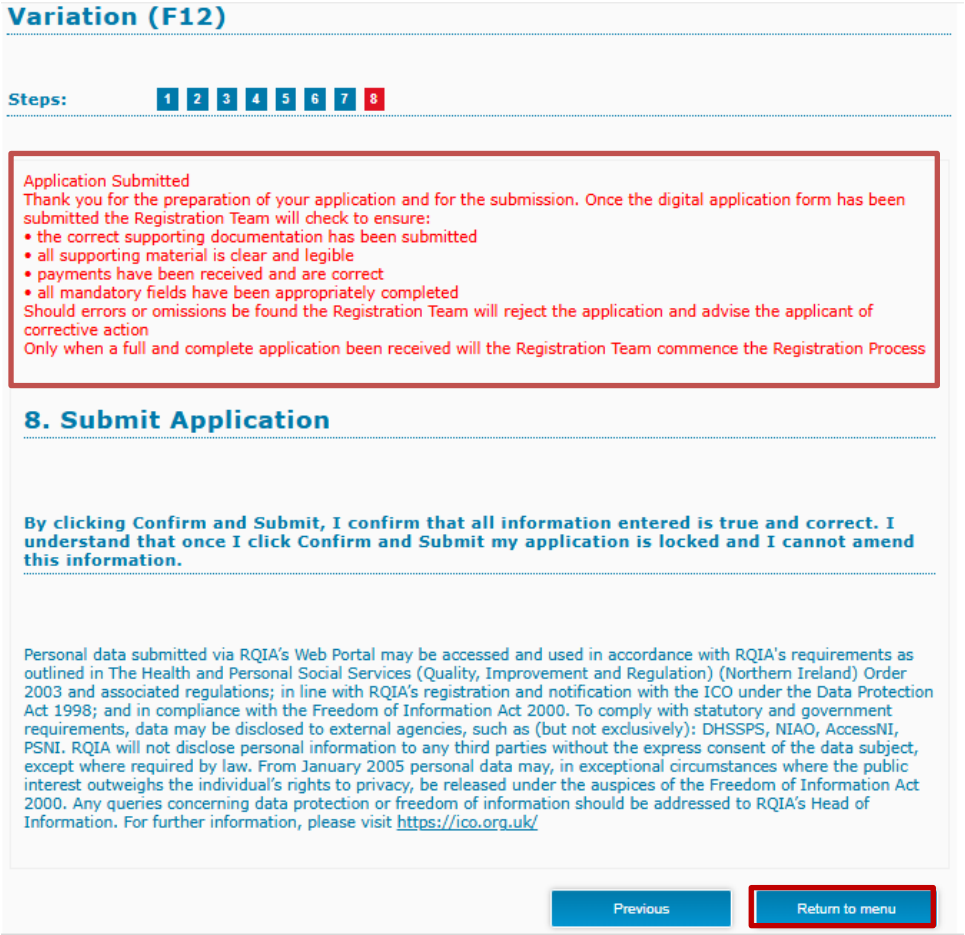
8. Submit Application

**By clicking Confirm and Submit, I confirm that all information entered is true and correct. I understand that once I click Confirm and Submit my application is locked and I cannot amend this information.**

Personal data submitted via RQIA's Web Portal may be accessed and used in accordance with RQIA's requirements as outlined in The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 and associated regulations; in line with RQIA's registration and notification with the ICO under the Data Protection Act 1998; and in compliance with the Freedom of Information Act 2000. To comply with statutory and government requirements, data may be disclosed to external agencies, such as (but not exclusively): DHSSPS, NIAO, AccessNI, PSNI. RQIA will not disclose personal information to any third parties without the express consent of the data subject, except where required by law. From January 2005 personal data may, in exceptional circumstances where the public interest outweighs the individual's rights to privacy, be released under the auspices of the Freedom of Information Act 2000. Any queries concerning data protection or freedom of information should be addressed to RQIA's Head of Information. For further information, please visit https://ico.org.uk/

Confirm and Submit

17. Once you have submitted your variation, you will receive the message below. You can no longer make changes to the form but can return to the menu using the button provided.



Variation (F12)

Steps: 1 2 3 4 5 6 7 8

Application Submitted
Thank you for the preparation of your application and for the submission. Once the digital application form has been submitted the Registration Team will check to ensure:
• the correct supporting documentation has been submitted
• all supporting material is clear and legible
• payments have been received and are correct
• all mandatory fields have been appropriately completed
Should errors or omissions be found the Registration Team will reject the application and advise the applicant of corrective action
Only when a full and complete application been received will the Registration Team commence the Registration Process

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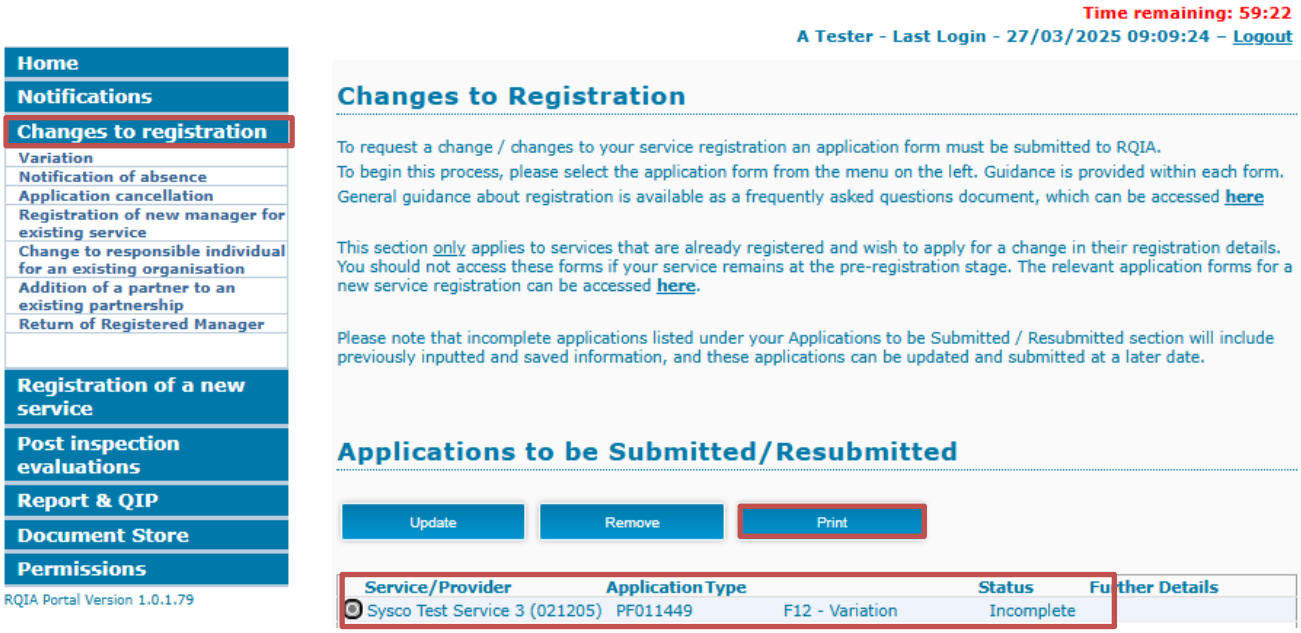
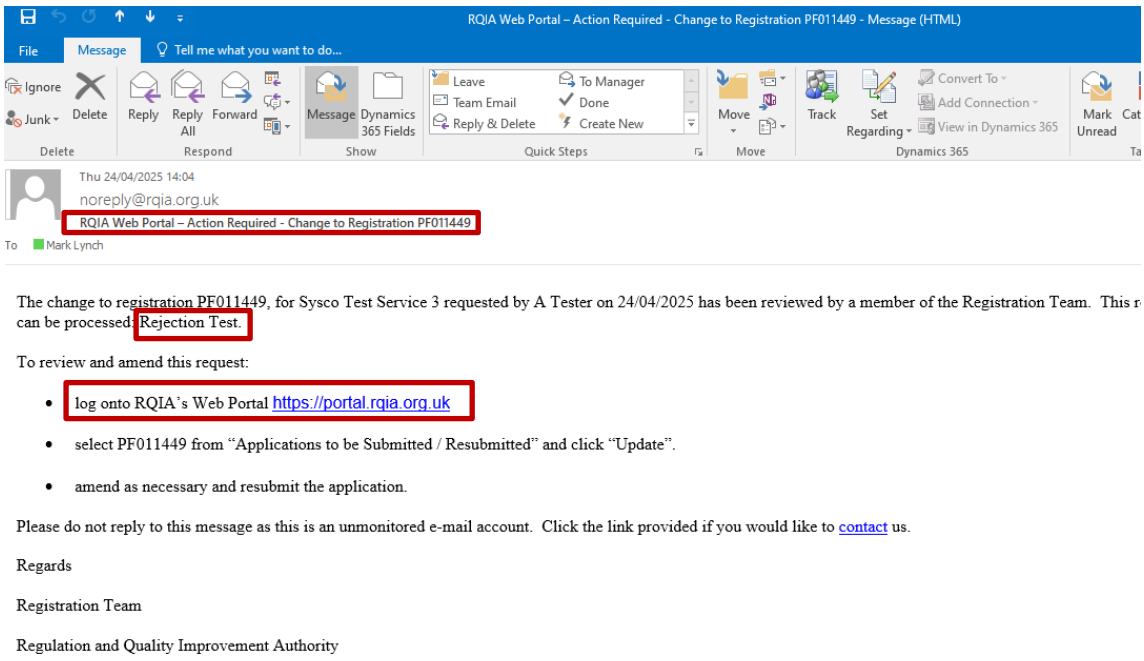
Previous Return to menu

18. When you return to your Changes to Registration menu, the F12 variation application will appear within the Completed Applications section. You cannot make further changes to the form at this point, but you can view or print your completed form.

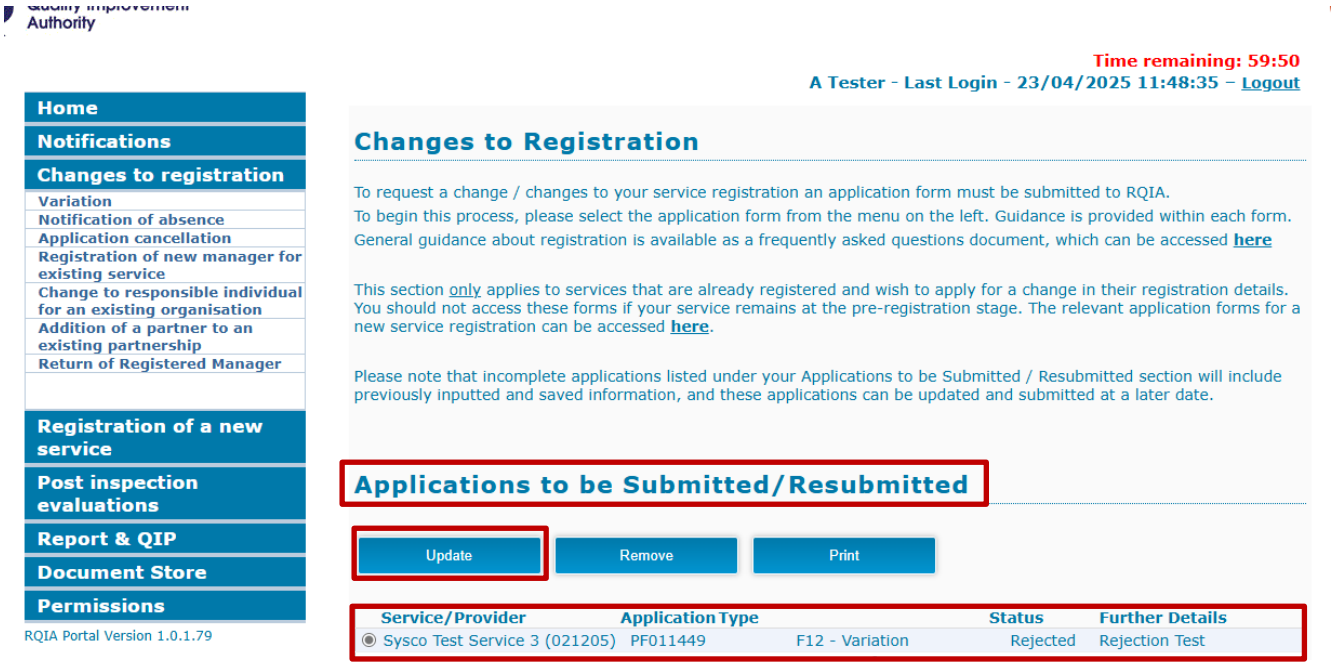



19. Your application has now been submitted to RQIA. We will complete the initial assessment of your application and supporting documentation and contact you if further information is required.

20. If any additional documentation or information is required, the registration team may 'reject' or return your application for amendment. If this is the case, you will receive an automated email (as below) instructing you to log into your account and listing what issues need to be addressed.



21. The ‘rejected’ application will once again appear in the Applications to be Submitted / Resubmitted section. This will allow you to Update and Resubmit the application once the issues identified have been addressed.




If you have any additional queries regarding your application or the registration process, please contact registration@rqia.org.uk.