CQC Consultancy

FREE GUIDE · ENGLAND · 2026

Free CQC Registration Checklist 2026

A plain-English checklist for healthcare providers applying to register with the Care Quality Commission.

Dental practices | GP and primary care | Online healthcare services | DEXA and diagnostic imaging | Private and independent clinics

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- Which documents for which service
- Service-by-service notes
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- Common reasons applications come back
- Step-by-step process and adding a location

START HERE

How to use this checklist

CQC checks that your application is complete before it assesses anything. If something is missing or wrong, it rejects the application. You then send it again as a new application, at the back of the queue.

This checklist helps you get it right first time.

1. **Find your service**
   Use the table on page 3 to see which documents you need.
2. **Work through the checklists**
   Tick a box only when the item is finished, not when it is planned.
3. **Check CQC's website on the day**
   Download the forms fresh and confirm the document list before you submit.

> **Please note:** CQC changes its forms and document lists from time to time. Always check CQC's website on the day you submit.

At a glance

Regulator	Care Quality Commission (CQC). You must register before you carry on a regulated activity in England.
The law	Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, and the Care Quality Commission (Registration) Regulations 2009.
Forms	New provider application form and registered manager application form, both in Word. Some services also need an extra form, such as oral health or online primary care.
How to apply	Since 18 November 2024, by Word form and email, not the provider portal. Send everything together to **HSCA_Applications@cqc.org.uk**.
Cost	No separate application fee. Once registered, you pay CQC an annual fee based on your type and size of service.
People	A Nominated Individual (for organisations) and a Registered Manager. Each needs an enhanced DBS check.
Timing	CQC says registration can take a few months. You cannot carry on regulated activities until you are registered.

DOCUMENTS

Which documents for which service

Based on CQC's supporting documents guidance. If you offer more than one type of service, send everything each one needs.

● Send with your application ○ Send if it applies to you – Not on CQC's list for this service

Item	Dental	GP and primary care	Private clinic doctor-led	Online services	DEXA and imaging
FORMS					
New provider application form	●	●	●	●	●
Registered manager application form*	●	●	●	●	●
Additional form for oral health services	●	–	–	–	–
Additional form for online primary care services	–	–	–	●	–
EVERYONE					
Statement of Purpose	●	●	●	●	●
Core policies and liability insurance (page 6)	●	●	●	●	●
Financial viability statement (unless exempt)	○	○	○	○	○
Building control final certificate	○	○	○	○	○
EXTRA FOR YOUR SERVICE					
Critical examination and acceptance test reports	●	–	–	–	–
HSE ionising radiations registration	●	–	–	–	–
Radiography risk assessment and local rules	●	–	–	–	–
Fire risk assessment	●	–	–	–	–
Health and safety risk assessment	●	–	–	–	–
Legionella risk assessment	●	–	–	–	–
LOLER lift safety certificate	○	–	–	–	–
Inclusion and exclusion criteria policy	–	–	–	●	–
Medical emergency policy	–	–	–	●	–
Medical indemnity that covers online services	–	–	–	●	–

* Not needed if you apply as an individual in full-time, day-to-day charge. CQC lists no extra documents for DEXA, imaging or doctor-led clinics at the time of writing, but can ask any applicant for more. See page 4.

YOUR SERVICE

Service-by-service notes

Choose your regulated activities carefully. Every document must match them. CQC may also ask to see the items below during assessment, so have them ready.

Dental practices

REGULATED ACTIVITIES

Usually treatment of disease, disorder or injury, diagnostic and screening procedures, and surgical procedures, depending on the treatments you offer.

HAVE READY IF ASKED

- Floor plan, electrical, emergency lighting and gas safety certificates
- Medical emergencies and serious incident policies
- Equipment certificates, such as decontamination and pressure vessels

GP, primary care and doctor-led clinics

REGULATED ACTIVITIES

Depends on what you do. Often treatment of disease, disorder or injury, and diagnostic and screening procedures.

HAVE READY IF ASKED

- Business continuity plan
- Freedom to speak up and significant events policies
- Medical emergency policy, risk assessments, training matrix and staffing structure

Online healthcare services

REGULATED ACTIVITIES

Usually treatment of disease, disorder or injury. Add diagnostic and screening procedures if your service includes them.

HAVE READY IF ASKED

- If staff work at your location: health and safety, fire and disability access assessments
- Staff training plan and staffing structure

DEXA and diagnostic imaging

REGULATED ACTIVITIES

Diagnostic and screening procedures. CQC also enforces the Ionising Radiation (Medical Exposure) Regulations 2017 (IR(ME)R) in England.

OUR ADVICE: HAVE READY

- IR(ME)R employer's procedures
- HSE registration, radiation risk assessment and local rules
- Equipment acceptance and quality assurance records

Other private and independent clinics

Start with CQC's scope of registration guidance, because not every treatment is a regulated activity. If your service is not on CQC's list of extra documents, send the core documents. If you will use controlled drugs, check whether you need a Home Office licence and apply early.

CHECKLIST 1

Provider application form

- [ ] I downloaded the latest form from cqc.org.uk this week.
- [ ] I chose every regulated activity I will carry on, and only those.
- [ ] Service types and service user bands match my Statement of Purpose.
- [ ] A Nominated Individual is named for each regulated activity, with their enhanced DBS details.
- [ ] Every location is included. Extra locations are on the additional location form.
- [ ] Names are legal names, as shown on legal documents.
- [ ] Any extra form for my service is complete, such as oral health or online primary care.
- [ ] The form is still in Word format, as CQC issued it, and every declaration is complete.

CHECKLIST 2

Registered Manager application

- [ ] The manager form will go in the same email as the provider form.
- [ ] It is the latest version of CQC's registered manager form.
- [ ] Full employment history from age 16, with reasons for any gaps.
- [ ] Referee details for the last employer, and GP contact details.
- [ ] Qualifications, skills and experience that fit the regulated activities.
- [ ] Enhanced DBS check no more than 12 months old (see checklist 6).
- [ ] The manager is ready to talk through the service at a fit person interview.

CHECKLIST 3

Statement of Purpose

Always required. Every registration application must include a Statement of Purpose. It must meet Schedule 3 of the Care Quality Commission (Registration) Regulations 2009.

- [ ] Business name, legal status, contact details and an address for serving notices.
- [ ] Aims and objectives for the regulated activities.
- [ ] For each location: address, description, service type, service user bands, regulated activities and registered manager.
- [ ] For each manager: name, contact details, locations, time at each, activities managed and any job share.
- [ ] Every detail matches the application forms exactly.

CHECKLIST 4

Core policies and documents

- [ ] Complaints policy
- [ ] Consent policy and procedure
- [ ] Equality, diversity and human rights policy
- [ ] Governance and quality assurance policies, with an organisation chart
- [ ] Infection prevention and control policy
- [ ] Medicines management and prescribing policy
  Including transport of patient medicines
- [ ] Recruitment policy
- [ ] Safeguarding policy and procedure
- [ ] Public liability insurance quote or certificate
  Plus employers' liability if you employ staff. Valid on the day you send it.
- [ ] Financial viability statement, unless exempt
  Signed by a qualified accountant or FCA-regulated bank

Every document must show your business name, the person responsible, the date created and the review date. Make it specific to your service, keep patient details out, and check that every link works.

CHECKLIST 5

Premises and evidence

- [ ] Premises and staff are ready. CQC only takes applications when you are ready to start.
- [ ] The premises are ready for a site visit, and records can be kept safe and secure.
- [ ] Lease, deeds or landlord permission are to hand.
- [ ] Building control final certificate, if the work needed building regulations approval.
- [ ] Fire, health and safety, and legionella risk assessments are done.
- [ ] X-ray and imaging: acceptance test reports, HSE registration and local rules are complete.
- [ ] Controlled drugs: Home Office licence applied for early, if you need one.

CHECKLIST 6

DBS and fitness

- [ ] Enhanced DBS with the right barred list check: adults, children or both, to match your service user bands.
- [ ] Not a registered healthcare professional? Use CQC's countersigned enhanced DBS route. Allow up to 60 working days.
- [ ] Registered with the GDC, GMC, GPhC, HCPC, NMC or Social Work England? Follow CQC's DBS guidance, which asks for the original paper certificate.
- [ ] Certificate no more than 12 months old, and not from the DBS Update Service.
- [ ] It lists any previous names, including the name on your professional register.
- [ ] Directors meet the fit and proper persons requirement (Regulation 5).

AVOID THESE

Common reasons applications get returned

Each of these comes from CQC's own guidance. Most are easy to fix before you send.

Something is missing
CQC needs the forms, manager forms and documents at the same time.

An old form
CQC updates its forms. Download a fresh copy for every application.

Generic or out-of-date documents
Templates that do not fit your service, old references or expired quotes.

Details that do not match
Names, addresses or activities differ between the forms and the Statement of Purpose.

DBS problems
Older than 12 months, the wrong barred list, or an Update Service check.

No Nominated Individual for an activity
Each regulated activity needs one named on the form.

Applying too early
CQC cannot hold applications. Apply when premises and staff are ready.

Slow to respond
If you cannot agree assessment dates within 28 days, CQC may return the application.

> **Remember:** a rejected application counts as a new application when you send it again. It does not keep its place in the queue.

THE PROCESS

Step by step

1. **Check your scope**
   Confirm you need to register, and for which regulated activities.
2. **Set up the basics**
   Company, premises, staff and insurance.
3. **Appoint your people and start DBS early**
   Nominated Individual and Registered Manager.
4. **Write the Statement of Purpose first**
   Then write policies that match it.
5. **Complete the latest forms**
   Provider, manager and any extra service form.
6. **Check the whole pack**
   Use checklists 1 to 6.
7. **Email everything together**
   To HSCA_Applications@cqc.org.uk. Over 25MB? Follow CQC's guidance on zipping and splitting files.
8. **Assessment**
   CQC may ask for more information, interview the manager, visit the premises or speak to the Nominated Individual.
9. **Decision**
   CQC emails you its decision. Do not start until you are registered.

Already registered? Adding a location

- [ ] Provider: "Add a location" provider application, plus an extra section for each further location.
- [ ] Manager: their own "Add a location" manager application, sent at the same time.
- [ ] Statement of Purpose updated to include the new location.
- [ ] Sent when you are ready, not too far ahead. Do not open the location until CQC approves it.

NEXT STEPS

Want a second pair of eyes?

CQC Consultancy helps dental practices, GP and primary care services, online healthcare providers, DEXA and diagnostic imaging services, and private clinics prepare for CQC registration.

Book a free call

Talk through your service with a former CQC inspector. We will look at where you are and what is left to do.

Book a free call →

cqcconsultancy.net/book-online · www.cqcconsultancy.net

Registration support for your service

- **Dental practices**
- **GP and primary care**
- **Online healthcare services**
- **DEXA scan services**
- **Registration application support**
- **New Registered Manager support**

Sources (cqc.org.uk, checked 1 November 2026)

- Register as a provider; Download forms to apply to register as a new provider
- Supporting documents: new provider registration applications, including the pages for oral health, online primary care, and GPs or independent consulting doctors
- Statement of purpose; DBS checks for CQC registration; Applying as a new provider: guidance
- Changes to how you register with CQC (18 November 2024); Fees; Provider application: Add a location

This guide is general information, not legal advice. CQC changes its forms and document lists, so check CQC's website on the day you submit. You must complete your application yourself.

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