New Start-up Registration Toolkit

CQC and Ofsted provider registration — guidance, templates and readiness checklists

Prepared for: [Service Name]
Issued: 16 November 2026 · Version 1.0

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About this document

This toolkit takes a new provider from the first question — 'do I need to register?' — through to the day the registration certificate arrives and the first 90 days of trading. It is written for people setting up adult social care services (care homes, domiciliary/supported living), GP and independent clinics including aesthetics, children's homes and independent fostering agencies in England.

Part A explains the law and the process for CQC. Part B does the same for Ofsted. Part C contains the templates you will need to complete: a Statement of Purpose builder, a fit person interview preparation guide, a business and staffing plan outline and a registration readiness checklist. Part D covers what inspectors expect in your first year.

Time and cost expectations (typical): CQC provider registration 10–14 weeks from a complete application; Ofsted children's home registration 16–26 weeks; IFA registration 16–26 weeks. Budget for DBS checks (£49.50 enhanced plus umbrella body fee), CQC annual fees (banded by service size), ICO registration (£52–£3,763), insurance, and premises compliance works.

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