

# Supporting documentation required with a new application - to be submitted on the Tusla portal

1. Garda Vetting disclosure (for the proposed registered provider and person in charge if different and where the person is a body corporate, each director of the body). Where board members do not have access to children, please provide written confirmation of same.
2. Police Vetting (for the proposed registered provider and person in charge if different). This is required where the person has lived in a jurisdiction outside of Ireland for a period of longer than 6 consecutive months, when they were aged over 18 years. He or she must provide police vetting from the police authorities of that state.
3. Two recent written and validated references (for the proposed registered provider and person in charge if different, and board members where applicable). Include most recent employer reference where applicable.
4. Evidence of identification (for the proposed registered provider).
5. A clear plan of the interior layout of the premises - the floor plan should show each room on the premises and the dimensions of each room intended for inclusion in the calculations of clear floor space.
6. The outdoor area plans: this should include any outdoor areas that children may use when attending the service. Hand-drawn plans for the outdoor space that include boundaries can be submitted. The outdoor plans must indicate where the area is in relation to the building.
7. Drawings: all drawings or plans submitted must be accurate. They should preferably be drafted by an experienced or appropriately qualified person. However, it is not mandatory to have professional drawings and the registration office will accept accurate floor plans that have the measurements in square metres and are to scale.
8. Copy of the certificate of insurance or written confirmation of insurance cover.
9. Policies, procedures, and statements for the service which includes the following
  - a. Statement of purpose and function
  - b. Complaints policy
  - c. Policy on administration of medication
  - d. Policy on infection control
  - e. Policy on managing behaviour
  - f. Policy on safe sleep
  - g. Safety Statement
10. Planning permission for the service (except childminders or exempted premises)
11. Fire Safety Certificate for the service (except childminders or exempted premises).
12. Building and Fire Compliance Certificate (except childminders or exempted premises).
13. Evidence of registration with the Company Registrations Office (CRO) (where applicable).
14. Sole traders are required to submit confirmation of registration of their business with the CRO.
15. Signed declaration which can be downloaded from the [Tusla portal](#) (click [here](#)).

A guide to developing policies, procedures and statements in addition to sample policies and procedures for all service types including childminders can be found in the [Quality and Regulatory Framework](#).

City and County Childcare Committees are available to support service providers with the development and updating of policies.

Local CCC contact details can be found at [City and County Childcare Committees](#)

