

## Processing of Change of Circumstances (CIC) Applications Early Years (Pre-school) Settings

The Early Years Registration Support teams have engaged over the last number of weeks with providers of preschool settings who have made applications to make changes to registration details. Some of these applications for changes were made through the renewal of registration process for services that were required to do so at the end of last year, others were made through the usual CIC application process.

Requests for changes which involve a change of address, a change of service type from Sessional to full day, or a change to increase the number of children that can be accommodated, (which is being facilitated by a material change to an existing premises) require a fit for purpose inspection to be carried out as part of the application approval process. In addition and as previously advised in the '**Guide to Fire and Planning Requirements for Early Years Services Re-Registration and Change of Circumstances Process - August 2019**' these changes will also require the requisite fire certification and planning amendment documents to accompany the application. Change applications cannot be processed in their absence.

For providers who are currently completing the re-registration process submissions under the Part B process, please note that accompanying fire certification, planning permission and insurance documentation is required and should accurately reflect the service details as set out in your application.

Providers who have queries with which they require assistance please contact us at the following email addresses, for Part B application queries please contact [re.registration@tusla.ie](mailto:re.registration@tusla.ie). Providers should quote the Portal submission ID number of the application.

For queries regarding change of circumstances applications please contact [ey.registration@tusla.ie](mailto:ey.registration@tusla.ie), providers should quote the service Tusla unique identifier number. This will assist us in the efficient processing of received queries.

Yours Sincerely,



**Mike Corcoran,  
Head of Registrations & Enforcement,  
Children's Services Regulation,  
Child & Family Agency.**

**July 14<sup>th</sup> 2020**