Representations form for notices of proposal

Complete this form and return your submission by email to: HSCA\_NoP\_Representations@cqc.org.uk

or by post: CQC HSCA Enforcement, Citygate, Gallowgate, Newcastle upon Tyne, NE1 4PA

This form should only be used where you are challenging the Notice of Proposal served and wish to explain why you think CQC should not adopt the proposal.

You must submit your full representations within 28 calendar days of the date you were served the notice. Consider the evidence in the notice and any other reasons why you think the notice should not be adopted. Submit copies of any relevant evidence you wish to be considered.

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| RGP reference number(s) on notice(s)\* | Click or tap here to enter text. |
| Regulated activity or activities\* | Click or tap here to enter text. |
| Organisation name | Click or tap here to enter text. |
| Location name | Click or tap here to enter text. |

\*This is on the notice of proposal. Record these details correctly so we can identify the matter you are making representations about.

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| Completed by (type your full name and see our [privacy notice](https://www.cqc.org.uk/about-us/our-policies/privacy-statement)) | Click or tap here to enter text. |
| Position (this should be the applicant or registered provider. If the notice relates to the registered manager, this should be the registered manager) | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

## Section A: I/we wish to make the following representations

Outline a summary of your points of challenge

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| --- |
| Click or tap here to enter text. |

## Section B: Detailed response to notice of proposal

You may wish to quote relevant sections of the notice followed by your response to each section.

Clearly reference any relevant evidence you supply with your representations and wish to be considered.

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| **Page number** | **Paragraph** | **Response** | **Document reference** (such as REP/1) | **Document title** |
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You can add more points and extra rows if needed.