

Guidance Document -Schedule 4
Form for Notification of Proposed Change In Circumstances

Name of Service you are Registered as	Enter the name of the Service that you have Registered with Tusla.
Tusla Reference Number	You will find this number beginning with TU on your SDF Re-Registration form and your Certificate of Registration.
Address of Service	
Phone Number of Registered Provider	
Email Address of Registered Provider	

Please tick (✓) column(s) of the proposed change in circumstances you wish to notify.

Please specify using the below lists:

	Legal Requirements			Additional Changes you wish to provide	
	Summary of reason for notification	✓		Summary of reason for notification	
1	Change of Service Name		9	Change in Email Address	
2	Change of Service Address		10	Adding an Additional Service Type	
3	Change of Registered Provider		11	Change in Hours of Operation	
4	Change in Legal Name of Company		12a	Addition of a Session (Sessional Services only)	
5	Change of Person in Charge		12b	Hours of Operation for Additional Session	
6	Change in Number of children that can be accommodated		13	Change in Phone Number of Service	
7	Change in Age Profile of children for which the service is registered to provide services		14	Change in Mobile Number of Service	
			15	Change in Mobile Number of Registered Provider	
8	Change in Service Type		16	Change in Number of Staff Employed	

Note: If the proposed change in circumstance is between category 1 and category 10 inclusive you are obliged to submit the Supplementary Information Form below, for your application for change to be processed.

1-8 : The Summary of reason for notification column on the left

- Points 1-8 consist of the changes that are a legal requirement under the Remit of the 2016 Regulations.
- The Registered Provider has a legal obligation to inform Tusla when a change is being proposed.

9-15: The Summary of reason for notification column on the right

- Points 8-16 consist of the Additional Changes that are provided to Tusla when a change is being made to ensure our records are accurate.
- Point 9: Select 'Change in service type' only if the service type is being replaced.
- Point 10: Select 'Adding an additional Service Type', this only applies if the current service type is still valid and you are adding another Service Type. Eg currently operating as a Sessional now and adding another service type such as Part Time.
- Point 12a: Select if you are a Sessional Service adding an additional Service, as in the case operating in the morning and now deciding to, in addition, operate an afternoon Session.
- Point 12b: If you have selected 12a you must select 12b and include the hours of the operation for the additional Sessional Service.
- Points 12-14: Specify which Phone Number you wish to change.