

## **SERVICE REGISTRATION FORM**

Please complete the form below, providing as much detail as possible.

Name of organisation

Name of service

### **SECTION 1: ELIGIBILITY**

1. Are you operational in Leeds? ☐ Yes ☐ No

*Please note that you must be operational in Leeds to feature on the Leeds Directory website.*

2. Do you agree to the Leeds Directory Terms & Conditions? ☐ Yes ☐ No

3. Do you provide trade, domestic or care services directly to clients in the home or garden or on a one-to-one basis in the community? ☐ Yes ☐ No

*If 'YES' please continue to Section 2—Green Tick*

*If 'NO' please continue to Section 3—Further details*

## SECTION 2: GREEN TICK

1. Do you use contractors? ☐ Yes ☐ No

2. Have you ever operated under a different name? ☐ Yes ☐ No

3. If so, what was the previous name(s) you operated under?

4. Please indicate if you are regulated by or have an agreement with any of the following:

Please tick where applicable	Organisation	Your registration number
<input type="checkbox"/>	CQC	
<input type="checkbox"/>	TrustMark	
<input type="checkbox"/>	Electrical Safety Register	
<input type="checkbox"/>	GasSafe	
<input type="checkbox"/>	NAPIT	
<input type="checkbox"/>	General Optical Council	
<input type="checkbox"/>	HCPC	

In order to complete your Green Tick registration, we will require some evidence from you. The team will be in touch with you over the next 5-10 working days.

Please see our [Green Tick Criteria and Guidance Notes](#) for more information about the Green Tick process.

## SECTION 3: FURTHER DETAILS

1. Please provide a description of your service:

2. Please provide contact details for your service:

Address of service:

Postcode of service:

Phone number of service:

Contact email for service:

Website:

Mobile phone:

Facebook:

Twitter:

Instagram:

Contact name:

3. When is the service available?

4. Cost (*e.g. £15 per hour*):

5. Are there volunteering opportunities?

☐ Yes

☐ No

6. Where did you hear about the Leeds Directory?

## SECTION 4: ATTRIBUTES

1. To ensure that users can find your service quickly and easily, please select from the attributes below. Please only select the attributes that are relevant to your service.

### Top Level Category(s)

- ☐ Housing options
- ☐ In your community
- ☐ Information & advice
- ☐ Keeping active & well
- ☐ Maintaining your home & garden
- ☐ Staying independent

### Housing Options —Sub categories

- ☐ Adaptations
- ☐ Advice
- ☐ Care homes
- ☐ Council housing
- ☐ Extra care housing
- ☐ Homelessness
- ☐ Homeshare
- ☐ Housing associations
- ☐ Privately rented property
- ☐ Sheltered housing / Retirement housing

### In Your Community—Sub categories

- ☐ Community facilities
- ☐ Getting out and about

### Information & Advice —Sub categories

- ☐ Acting on someone's behalf
- ☐ Carers / Looking after someone
- ☐ Consumer advice
- ☐ Disabilities
- ☐ Education support
- ☐ Emotional support
- ☐ Health issues
- ☐ Legal advice
- ☐ Money matters
- ☐ Staying safe online
- ☐ Supported employment

### Keeping active & well —Sub categories

- ☐ Acting on someone's behalf
- ☐ Adaptations
- ☐ Assisted Living Leeds
- ☐ Carers / Looking after someone
- ☐ Domestic services
- ☐ Extra care housing
- ☐ Family support
- ☐ Food banks
- ☐ Getting out and about
- ☐ Hair & beauty
- ☐ Home help / Home care
- ☐ Home security
- ☐ Homeshare
- ☐ Mobility
- ☐ Money management
- ☐ Nutrition
- ☐ Rehabilitation
- ☐ Sheltered housing
- ☐ Support workers

### Maintaining your home & garden—Sub categories

- ☐ Building & decorating services
- ☐ Domestic services
- ☐ Gardening services
- ☐ Home maintenance
- ☐ Home security
- ☐ Removal services
- ☐ Repairs & installations
- ☐ Staying independent

### Keeping active & well —Sub categories

- ☐ Community facilities
- ☐ Disabilities
- ☐ Getting out and about
- ☐ Health issues
- ☐ Health services
- ☐ Mobility
- ☐ Rehabilitation
- ☐ Social groups
- ☐ Sports & fitness
- ☐ Support groups
- ☐ Volunteering opportunities

## SECTION 4: ATTRIBUTES—CONTINUED

### Who do you support?

- ☐ All adults
- ☐ Older people
- ☐ People on the Autism spectrum
- ☐ People who are frail
- ☐ People with brain injury
- ☐ People with dementia
- ☐ People with learning disabilities
- ☐ People with long term health conditions
- ☐ People with mental health conditions
- ☐ People with past or present addiction
- ☐ People with physical disabilities
- ☐ People with sensory impairment

### Professional Body

- ☐ Care England
- ☐ Leeds Care Association
- ☐ National Care Forum
- ☐ National Care Home Association
- ☐ Registered Nursing Home Association

### What type of organisation are you?

- ☐ Agency
- ☐ Ltd Company
- ☐ Partnership
- ☐ Social Enterprise
- ☐ Sole Trader
- ☐ Other