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 ▾ [Providing childcare](#) ▾ [Becoming a childcare provider](#)

Guidance

Expanding a registered setting into new premises

Guidance for providers of childcare on domestic and non-domestic premises who want to expand their registered setting into new premises.

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Applies to England

Contents

- [When expansion applies](#)
- [When you will need a separate registration](#)
- [Contact us about an expansion](#)
- [Next steps](#)

This guidance explains when you may be eligible to expand your registered setting and when you need to [apply to register a new, separate setting](#).

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[Joining the Childcare Register and running the business](#)

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You may be able to apply for an expansion if you are expanding your setting into new premises next to, or close to, your registered setting, and you intend to manage them as one setting.

We will consider the following when assessing whether the premises form one unified setting. Each expansion will be considered on a case-by-case basis, so you should provide us with as much information as possible.

When expansion applies

We will consider the addition of new premises to be an expansion of your existing setting if:

- the same manager oversees both premises
- the manager can effectively monitor and supervise staff performance across both premises
- the expansion does not compromise the manager's and staff's ability to meet the children's needs and supervise them effectively and safely
- both premises operate under the same management structure and policies

When you will need a separate registration

You will need a separate registration when you plan to operate the new premises as an independent setting. Indicators include:

- when there are separate managers and/or management structures
- when it is not possible for the manager to have good oversight of both premises and a separate management structure is required
- when the premises operate independently under a different governance structure, for example as a separate company or committee

- when the premises are run differently, with separate policies or practices being applied at each location

Contact us about an expansion

If you are considering acquiring new premises and believe they may meet the expansion criteria, you will need to contact us so we can assess your case.

Please email enquiries@ofsted.gov.uk from your registered email and provide the following information:

- details of your current setting, including the address and unique reference number (URN)
- information about the proposed new premises, including the address and management arrangements
- plans to manage staff, children and operations across both premises
- information about any distance and obstacles between the premises and how you intend to overcome these
- why you believe the premises are suitable to provide childcare from
- any additional information that may be relevant to support our assessment

Next steps


We will review the information provided to determine if the premises meet the expansion criteria.

We will let you know the outcome of our assessment as soon as possible. Depending on the outcome of the assessment, we will then either:

- consider approving the premises as part of your existing registration
- ask you to submit an [application to register a new, separate setting](#)

The premises and the childcare arrangements must both be suitable before we can grant approval.

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[↑ Contents](#)

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