



CARE HOME LICENSING GUIDANCE

Standards, Procedures, and Regulatory Requirements

Under the Residential Care Homes and Nursing Homes Act 1999 and the Residential Care Homes and Nursing Homes Regulations 2001

V. 1.2.

Contact us

If you would like any further information about the Bermuda Health Council, or if you would like to bring a health system matter to our attention, we look forward to hearing from you.

Mailing Address

PO Box HM 3381
Hamilton HM PX
Bermuda

Street Address

Sterling House, 1st Floor
16 Wesley Street
Hamilton HM11
Bermuda

Phone: +1 (441) 292-6420

Fax: +1 (441) 292-8067

Email: contactus@healthcouncil.bm

Website: www.healthcouncil.bm

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1 LEGISLATION

- 1.1 [Residential Care Homes and Nursing Homes Act 1999](#) (the Act)
- 1.2 [Residential Care Home and Nursing Homes Regulations 2001](#) (the Regulations)
- 1.3 [Care Home Code of Practice](#) (the Code)
- 1.4 [Bermuda Health Council \(Health Service Providers\) \(Licensing\) Regulations 2024](#) (HSP Regulations)

PROCEDURE: NEW CARE HOME LICENSE

Opening a care home is a big responsibility and an important service to the community. The process is designed to ensure homes meet high standards for safety, care, and professionalism. There are four key stages in getting licensed: Screening, Application review, Final review, and License distribution.

Stage 1 – Screening

The screening process includes the Declaration of Interest and Operator Screening, where the potential owner is assessed for character and preliminary plans for the home are reviewed.

Submit a [Declaration of Interest and Operator Screening](#) form via the online submission platform.

Documents Needed:

- Your proposed care home name and address
- The number of residents you plan to accommodate
- Contact info and resumes for the owner(s)
- ID and criminal background checks
- Signed compliance agreement
- Business plan with financial projections
- Building plans (if available)

Screening Review

1. **Receipt of application:** A Health Council officer will review your submission to ensure everything is complete. You'll be contacted by email with either:
 - a. Confirmation that everything is in order, or
 - b. A request for missing documents or updates
2. **Public Notice and Feedback:** A notice will be published in the Government Gazette. The public has seven days to raise any concerns after publishing. If concerns are raised, they are reviewed and may affect whether your application moves forward. Objections are based on the operator's qualifications, not the building.
3. **Environmental Health Review:** The applicant should schedule an Environmental Health assessment. This will help determine:
 - a. How many people the proposed location can safely house
 - b. What updates (if any) are needed before opening at that location
4. **Final Step of Screening:** The qualifications of an operator are evaluated using "fit and proper" standards. If approved, you'll receive confirmation electronically, and the applicant can move to the next stage. Screening and Approval last for 12 months, and applicants may be denied if they do not meet the application requirements, including the background check.

Note: Business plans may need to be adjusted if the approved number of beds differs from the original plan. This should be completed prior to final screening and approval.

Stage 2: Application Review

Application Fee

A fee of \$300 is due before the application is reviewed. The Council will send an invoice once the complete application is received.

Submit an online application

This step includes the submission of the formal [Care Home Application](#). It should be completed after the applicant has found a suitable location. Applications are submitted via the online submission platform. Once the screening process is approved, applicants can submit the full care home application form online. This includes:

- Information about leadership, staff, and medical oversight
- Updated business plan and building plans
- Key documents such as a Statement of Purpose and Service Guide
- Copies of draft policies and staff procedures

The following details and documents must be submitted with the Care Home Application.

Application details

1. Applicant Name
2. Description of Services
3. Website (if available)

Staffing

4. Medical Director Information
5. Administrator/Executive Director Details
 - a) Criminal records check of the Administrator/Executive Director
 - b) Resumes of the Administrator/Executive Director
6. Lead Nurse/Director of Nursing Details
 - a) Criminal records check of Lead Nurse/Director of Nursing
 - b) Resumes of Lead Nurse/Director of Nursing
7. Bermuda Nursing Council Registration

Operations

8. Updated business plan and financial projections
9. Building Plans
10. Facility Statement of Purpose
11. Service Guide
12. Templates of the: Service Contracts, Draft Job Descriptions, Staff Orientation Plan
13. Organization chart
14. Certificate of Occupancy (if available)
15. Fire Certificate (if available)

Policies and Procedures

Draft policies and procedures (Details on each policy can be found in the Code of Practice)

- a) Admission, discharge, and care coordination of the resident's policy
- b) Medication administration, management, storage and disposal
- c) Protection, detection and reporting of abuse policy
- d) Managing challenging behaviours policy
- e) Use of restraints and restrictive practices policy
- f) Complaints and suggestions policy
- g) Mandatory reporting and handling of incidents policy
- h) Contingency Plans Policy
- i) Food Services and Nutrition Policy (including menus)
- j) Infection Control Policy
- k) Best Practice Clinical Guidelines Policy
- l) Confidentiality Policy
- m) Death of a Care Recipient Policy

If any requirements are missing, the Council officer will notify the applicant and pause the review until all required documents are submitted.

Application Review and Assessment

Submitted applications are not reviewed until all required details have been received. The Health Council has 60 days to review the documents. Application details are shared with a collaborative team called the Elder Care Team (ECT) - including health, fire, therapy, and nutrition experts - for feedback prior to notice of decision. Conditions may be set as additional requirements and will be documented in the decision letter.

Decision Letter

A decision is electronically sent to inform the applicant of approval or denial of the application. If denied, the applicant has 30 days to appeal.

Stage 3: Final Review

Final review is the period of final inspection when the building is nearly ready to open after all conditions, renovations, and requirements are met. These conditions are verified by direct communication or receipt of documentation from the following teams.

- **Fire safety approval** (via Fire Certificate)
- **Occupancy approval** (via Certificate from Planning)
- **Environmental Health clearance**
- **Elder Care Team approval** (Nutrition, Therapy, Nursing, etc.)

All final inspections must be complete before a license can be issued. If all approvals are in place, you'll receive an email confirming your facility is ready for licensing.

Stage 4: License Distribution

Licenses are distributed after all process requirements are met and approval from all ECT and Health Council is complete. The license will be emailed and the license will reflect:

- Facility name and address
- Grade level (new homes don't receive a grade initially)
- Number of residents and daycare users
- Owner's name
- Any special conditions on the license

The facility is not permitted to operate prior to receipt of the license, and it should be displayed and visible at all times. Licenses are not transferable and are specific to the owner and the specific address of the licensed facility. To open another location, the owner will need to complete the full application process. To move a home, the owner should review the care home relocation guidance.

If you have any questions during the process, contact us at carehomes@healthcouncil.bm. We're here to help every step of the way.

PROCEDURES: CARE HOME RELOCATION

Relocating a care home is a major decision that requires careful planning and approval to ensure a safe and smooth transition for residents, staff, and families. This guide outlines the steps involved in relocating a licensed care home and explains what's needed at each stage.

Stage 1: Notify the Health Council

Formal notice is submitted via the [Care Home Relocation](#) form. Before making any moves, care home operators must notify the Bermuda Health Council.

This includes:

- The current care home name and address
- The proposed new address
- Reason for the move
- Anticipated timeline for the relocation

This initial notice helps the Council guide you through the next steps and ensure the transition aligns with regulatory requirements.

Stage 2: Requirements

All potential new locations must be assessed by the Environmental Health team to ensure compliance with the Legislation and Code. Fire inspections and planning approval for any required changes to meet the legislated requirements must be scheduled and completed before a facility can relocate. To communicate and schedule required inspections, contact the departments below.

Before approval can be granted, your new location must be inspected by:

- **Environmental Health** – to ensure sanitation, food services, and safety standards
 - **Phone:** (441) 278-5333
- **Fire Department** – to confirm fire safety compliance
 - **Phone:** (441) 292-5555
- **Planning Department** – to verify proper zoning and structural readiness
 - **Phone:** (441) 297-7756
 - **Email:** planningfrontdesk@gov.bm

The care home must coordinate these inspections and submit documentation once each agency has completed its review. Relocation of a facility does not guarantee bed/resident numbers will be the same. New locations are assessed according to the Legislation and the Code and must meet all requirements according to these legislated requirements.

Applicants will need to submit a relocation application that outlines the following:

- Updated building plans for the new facility
- Certificate of Occupancy (or expected date of issue)
- Fire and Environmental Health clearance (or schedule for inspections)
- Revised business plan and financial projections, if the capacity or services are changing
- Updated policies and procedures, if needed
- Transition plan for moving residents and staff

The Council will review the application to ensure the new location meets all care home licensing requirements.

Additional Responsibilities

All updates and requirements from Environmental Health, the Fire Department, and the Planning Department must be shared with the Health Council team. Families, residents, and staff of the facility should be notified of the intent to move and provided with an update when the relocation date is confirmed. An updated transition plan should also be provided to the Health Council.

Transition planning

All homes must complete and provide a formal transition plan that is shared with the Council. Any updates to the plan should be provided via email to carehomes@healthcouncil.bm.

Stage 3: License Distribution

Once the move is complete and all approvals are in place, the Health Council will update the care homes' license to reflect the new details. The license will be provided to the owner electronically, and the original license for the old location will no longer be valid. If there are any conditions tied to the new location, they will be included in the conditions section on the updated license

If you're considering relocating your care home, contact the Health Council early in the process at carehomes@healthcouncil.bm. We're here to support you through every step to ensure continuity of care and regulatory compliance.

PROCEDURES: CLOSING A CARE HOME

Closing a care home is a serious decision that impacts residents, families, and staff. This guide outlines what's required to close a care home in Bermuda responsibly and in compliance with regulations. The goal is to ensure a safe, organized transition for everyone involved.

Stage 1: Notify the Health Council

Formal notice is submitted by the owner(s) or their delegate via the online [Closure of a Care Home form](#) form. The required details include:

- Name and address of the care home
- Reason for the closure
- Proposed closure date
- Number of residents currently in care
- Plan for informing residents, families, and staff

The earlier this notice is given, the more time the Council has to support a smooth and safe closure.

Documents and Details

A detailed closure plan must be submitted for review. It should include:

- A timeline of key steps leading up to closure
- Plans for relocating each resident, including how families will be involved
- Staffing transition
- Coordination with external providers (e.g., transport, medical care, pharmacy)
- Communication strategy for residents, families, and the public

The Health Council will review the plan to ensure the well-being of residents is prioritized.

Stage 2: Requirements

Protecting Resident Well-Being is important during this process. A transition plan must be established no less than 6 months prior to closure. See the transition plan guidance. Notice must be given to Financial Assistance, Ageing and Disability Services, and the Health Insurance Department with the closure date. Care home owners and delegates are responsible for working closely with residents, families, and health providers to:

- Identify appropriate alternative placements
- Ensure each resident's medical and care records are transferred securely
- Support residents emotionally and physically during the transition

The Health Council may request updates on where each resident is relocating to and how transitions are progressing.

Before the home officially closes, the Health Council may carry out a final visit to:

- Confirm the facility is no longer housing residents
- Check that resident records are stored or transferred appropriately
- Ensure medications and medical supplies are handled correctly
- Verify that the premises will no longer be used as a care home without reapplication

You may also be required to return or surrender your care home license.

Stage 3: License Cancellation

License cancellation occurs once the closure is confirmed and all residents have been relocated. Once complete:

- The care home license will be officially cancelled
- A letter will be issued confirming the closure
- Government departments such as the Financial Assistance, the Health Insurance Department, and the Aging and Disability Services will be notified. Additional collaborative organizations may be notified if deemed necessary by the Council.

The facility will be removed from the list of active licensed homes and all documentation collected by the council for the facility will be archived.

If you're planning to close your care home, please contact the Bermuda Health Council at carehomes@healthcouncil.bm as early as possible. We're here to guide you through the process with compassion and care.

PROCEDURES – SELLING/CHANGE OF OWNERSHIP

When selling a care home or changing ownership to another individual or organization, it's important to follow the proper process to ensure continuity of care and compliance with Bermuda's licensing requirements. This guide explains the steps involved and what both current and prospective owners need to know.

Stage 1: Notify the Health Council

Formal notice is submitted by the owner(s) of the facility via the online [Sale/Change of Ownership of a Care Home](#) form. The current license holder must notify the Bermuda Health Council in writing of the intent to sell the care home or change ownership. The required details include:

- Name and address of the care home
- Name and contact information of the proposed new owner(s)
- Reason for the ownership change
- Expected date of transition

This helps the Council begin reviewing the new owner and ensure all regulatory standards will continue to be met.

Potential new owners

New owners must follow the initial screening process as outlined in the New Care Home License procedure. The Health Council will screen the proposed new owner based on background checks, financial viability, and operational readiness. This process ensures that the care home will continue to meet the required care, safety, and staffing standards under new leadership.

During this time, the current license remains in effect, but the ownership change is not finalized until Council approval is granted. Until a new owner is approved, the current owner remains responsible for all facility matters.

Information from the New Owner

The prospective owner must provide the same documentation as a new applicant, including:

- Completed Declaration of Interest form
- Owner's resume and photo ID
- Criminal background check
- Signed Agreement of Compliance
- Updated business plan and financial projections
- Any updates to policies, procedures, or facility operations

This allows the Council to determine if the incoming operator meets the "fit and proper" criteria for licensure.

Stage 2: Decision and Transition

If the new owner is approved, a letter of approval will be issued, and a new license will be prepared under the new owner's name with the details of the facility.

If the application is denied, the seller and proposed buyer will be notified, along with an explanation and any next steps, including the opportunity to appeal.

Stage 3: License Distribution

Once the move is complete and all approvals are in place, the Health Council will update the care homes' license to reflect the new details. The license will be provided to the owner electronically, and the original license for the old location will no longer be valid. If there are any conditions tied to the new location, they will be included in the conditions section on the license. The new owner assumes full responsibility for the care home from the date of license is issued.

Stage 4: License Cancellation

License cancellation occurs for the original owner once the closure is confirmed and all requirements have been met by the newly approved owner. Once complete:

- The care home license will be officially cancelled
- A letter will be issued confirming the closure
- Government departments such as the Financial Assistance, the Health Insurance Department, and the Aging and Disability Services will be notified. Additional collaborative organizations may be notified if deemed necessary by the Council.

The facility will be removed from the list of active licensed homes and all documentation collected by the council for the facility will be archived.

If you're planning to sell your care home or transfer ownership, please contact the Bermuda Health Council at carehomes@healthcouncil.bm before finalizing any sale or agreement. This ensures a smooth, compliant transition that prioritizes the safety and care of residents.

PROCEDURE - EXPANDING AN EXISTING FACILITY

Expanding a care home—whether by adding beds, rooms, or services—is a meaningful way to meet growing care needs. However, all expansions must be reviewed and approved by the Bermuda Health Council to ensure they meet safety, health, and licensing standards. This guide explains the steps you need to take if you're planning to expand your existing licensed facility.

Stage 1: Notify the Health Council

Start with a Formal Request

Before beginning construction or admitting additional residents, care home operators must notify the Bermuda Health Council via the online [Intent to Expand Form](#). The required details include:

- Name and address of the care home
- Type of expansion (e.g., additional rooms, increased bed count, new services)
- Reason for expansion
- Expected start and completion dates
- Any changes to staffing or operations

This helps the Council provide early guidance and identify what documentation and approvals are needed.

Documents and Details

Operators must submit detailed documentation that reflects the proposed changes. This may include:

- Updated building plans
- Projected capacity increase (number of new residents)
- Revised staffing plan
- Updated business plan and financial projections
- Any changes to existing policies and procedures
- Certificate of Occupancy (if updated or new areas are involved)

All documents should reflect how the facility will continue to meet care standards following the expansion.

Stage 2: Requirements

All potential expansion plans must be assessed by the Environmental Health team, planning, and fire to ensure compliance with the Legislation and Code. The facility is responsible for following all building legislation with special care to care home legislation. Submit formal plans to planning and provide updated plans to the Health Council via email.

Planning Department – to verify proper zoning and structural readiness

- **Phone:** (441) 297-7756
- **Email:** planningfrontdesk@gov.bm

Ensure Safety and Compliance

The expanded areas of the care home must be reviewed and approved by:

- **Environmental Health** – to assess sanitation, safety, and environmental standards
- **Fire Services** – to confirm fire code compliance
- **Department of Planning** – to verify zoning and occupancy
- **Elder Care Team** – to review any care-related impacts of the expansion

The care home owner or their delegate is responsible for coordinating these inspections and submitting any updated certificates or reports.

Stage 3: Transition and safety planning

All homes must complete and provide a formal transition plan that is shared with the Council. Any updates to the plan should be provided via email to carehomes@healthcouncil.bm.

The care homeowners or their delegates are responsible for developing and transitioning to a safety plan for resident and staff safety during renovations. This plan is required to be submitted to the council via email at carehomes@healthcouncil.bm.

Stage 4: License Distribution

Once expansion is complete and all documents and inspection reports are received from stakeholders, the Bermuda Health Council will issue an updated license to reflect the increased capacity or new layout. Stakeholders, including Aging and Disability Services (ADS), Health Insurance Department (HID), and Financial Assistance, will be notified of the updated license. The facility should not admit new residents into the expanded space until a new license has been issued.

Once the move is complete and all approvals are in place, the Health Council will update the care homes' license to reflect the new details. The license will be provided to the owner electronically, and the original license for the old location will no longer be valid. If there are any conditions tied to the new location, they will be included in the conditions section on the updated license

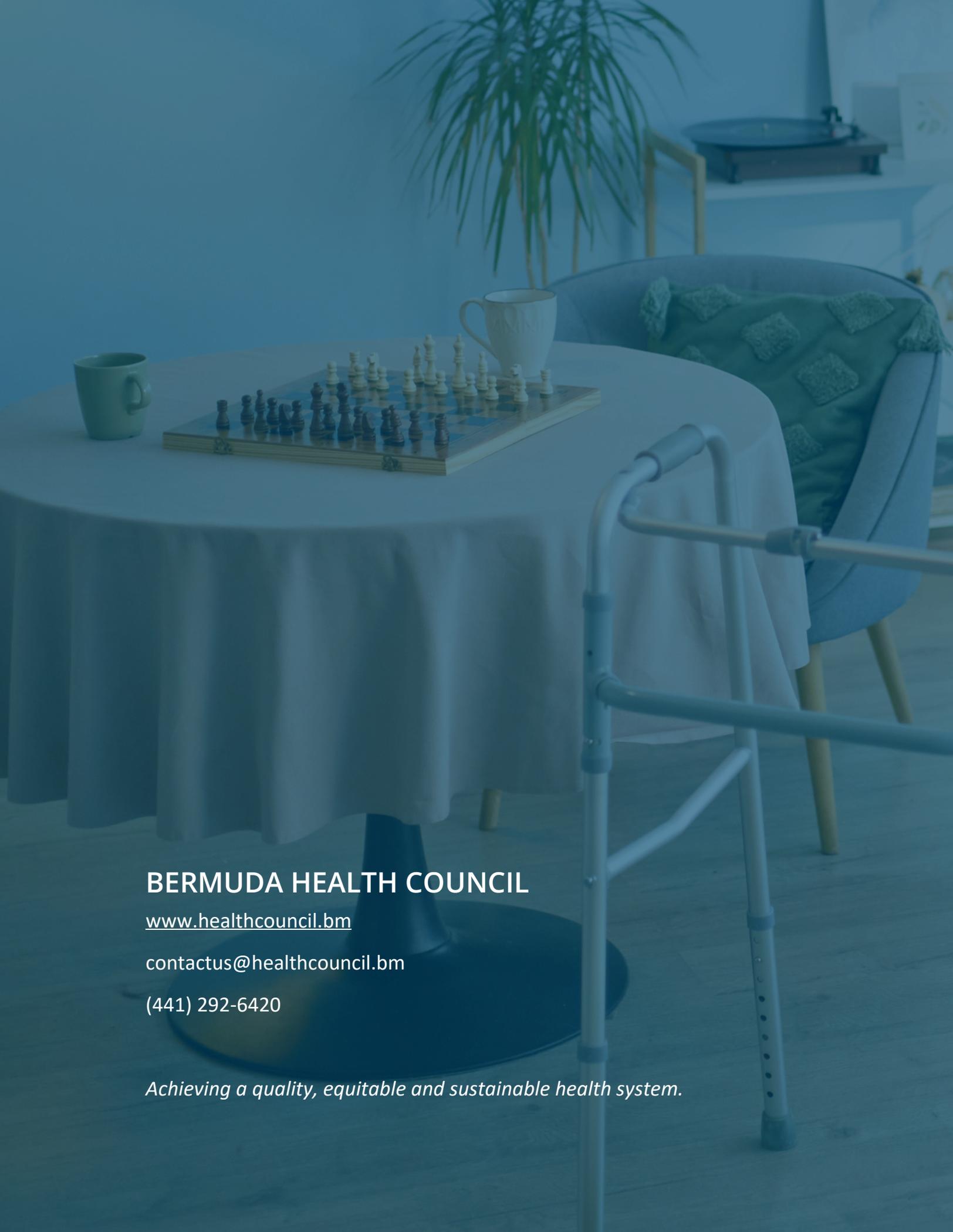
If you're planning to expand your care home, contact the Bermuda Health Council early in the planning stages at carehomes@healthcouncil.bm. We're here to help make the process smooth and ensure your facility continues to meet the highest standards of care.

PROCEDURE: TRANSITION PLANNING AND PROCESS

Transitions in care—whether it's a resident moving into, within, or out of a care home—require careful planning to ensure continuity, safety, and emotional support. This guide explains how care home operators in Bermuda can manage transitions effectively and in line with best practices. The table below outlines what should be included in the transition plan based on the specific change.

Transition Plan Table

| Category | Explanation | Closing | Relocating | Expanding |
|---|---|---------|------------|-----------|
| Resident Information | Include each resident's name and current location | ✓ | ✓ | ✓ |
| Reason for Change | State the reason for the transition | ✓ | ✓ | |
| Resident Placement (if applicable) | List the new placement for each resident | ✓ | ✓ | |
| Timeline | Create a timeline and identify key dates | ✓ | ✓ | ✓ |
| Communication with Residents & Families | Develop a communication plan for families and providers | ✓ | ✓ | ✓ |
| Family Engagement | Offer early, clear communication to residents/families | ✓ | ✓ | ✓ |
| External Coordination | Coordinate with hospitals, home care, transport, etc. | ✓ | ✓ | |
| Transfer of Records & Items | Ensure secure transfer of records and items | ✓ | ✓ | |
| Record Retention | Securely store and protect resident records | ✓ | ✓ | |



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contactus@healthcouncil.bm

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Achieving a quality, equitable and sustainable health system.