

**Application to RENEW a Chaperone Licence**

### **Children and Young Persons Act 1963**

### **The Children (Performances and Activities) (England)**

### **Regulations 2014**

### xpiry Date of Licence:

“The licensing authority must not approve a person as a chaperone unless it is satisfied that the person —

### (a) is suitable and competent to exercise proper care and control of a child of the age and sex of the child in question; and (b) will not be prevented from carrying out duties towards the child by duties towards other children.” *[The Children (Performances and Activities) (England) Regulations 2014,Part 3, 15(4)]*

“Any person who knowingly or recklessly makes any false statement in or in connection with an application for a licence, shall be liable in summary conviction to a fine not exceeding £1,000 or imprisonment for a term not exceeding three months or both” *[Children and Young Persons Act 1963, Part II, Section 40]*

All information given in this application form will be treated in confidence, other than information relating to criminal offences.

**PLEASE COMPLETE THIS FORM IN TYPE OR BLOCK CAPITALS.**

|  |  |
| --- | --- |
| Surname | (Mr/Mrs/Ms/Miss) |
| Forename(s) |
| Date of Birth | Place of Birth |
| National Insurance No. |
| Address (including full post code)  |
|  |
|  |
| How long have you lived at this address? **FROM:** MM/ YYYY **TO:** MM/YYYY  |
|

|  |
| --- |
| If less than five years, please list all previous addresses during that time – use another sheet if necessaryHow long have you lived at this address? **FROM:** MM/ YYYY **TO:** MM/YYYY |

 |
| Mobile Number | Telephone |
| **E-mail** **NOTE:** **Your email is required to setup an online training account & for all communications**  |
| Is the Matron/Chaperone position paid or voluntary? **(tick the appropriate box)** | **Paid** | **Voluntary** |
| Current Chaperone Licence Number:  |
| Expiry Date of Licence:PLEASE NOTE RENEWAL APPLICATIONS NEED TO BE MADE WITHIN ONE MONTH OF EXPIRY OF YOUR LICENCE. |

 ***NOTE:***  **If you are registered with Disclosure & Barring Service (DBS) update service then tick this box.**

 **If you are not registered with the update service then a full (DBS) check is required (even if you hold a valid DBS clearance for your current job/role).**

|  |
| --- |
| **DECLARATION TO BE SIGNED BY THE APPLICANT**  |
| * I hereby declare that the above information is true, to the best of my knowledge.
* I understand that I would be liable to prosecution or the licence to be revoked if I wilfully stated in it anything that I knew to be false or did not believe to be true.
* I have supplied a current passport photo which is signed as a true likeness.
 |
| **Signed**  | **Date** |

**You can e-mail this form or this can be posted to:**

**Chaperone Applications, Licensing Service,Block C Staniforth Road Depot, Staniforth Road,**

**Sheffield, S9 3HD**

**Telephone:** 0114 2734264

**Email:** childpermits&licences@sheffield.gov.uk

**NEXT STEPS:**

* Attend Licensing Service with original documents (Passport, Driving Licence and Proof

of Address) to undertake a full DBS check.

* Complete the online Chaperone training through the Development Hub (if you cannot remember your log in details, email developmenthub@sheffield.gov.uk )