Child Employment & Entertainment Team

Children’s Services

County Hall

Martineau Lane

Norwich

NR1 2DH

**Email:** [cs.chaperonelicensing@norfolk.gov.uk](mailto:cs.chaperonelicensing@norfolk.gov.uk)

# **Replacement Chaperone Licence Request**

The Norfolk County Council Chaperone Licence takes the form of a photo ID card and branded lanyard so that the Chaperone Licence can be worn to help identify the Chaperone.

* This form should be used when a photo ID card chaperone licence has been issued but a replacement is required as this has been lost or damaged.
* We can only replace photo ID card chaperone licence if our records show that it is still current and has not expired.
* We will use the same start and expiry dates as was on the original licence on the replacement licence, these will not be changed.
* We will use the same photo that was on the original chaperone licence.
* We **cannot** replace old style paper licences with a new style photo ID card – you will need to make a fresh application for a chaperone licence if this is what you require.
* Following receipt of your request we will contact you to ask additional security questions and to request payment of an administration charge of **£10** for the replacement chaperone licence.

## **Confirm your personal details**

**Forename:**  **Surname:**

**Please detail any other/previous legal names you were known by:**

**Date of Birth:** **Tel No:**

**Email address:**

**Address and postcode:**

**How long have you lived at the above address:**

**If less than 3 years please list all previous addresses during that time:**

## **Chaperone Licence details**

**Please indicate the reason for your replacement chaperone licence request:**

Lost

Damaged

**Circumstances around damage / loss:**

**If you are still in possession of your damaged licence, or find a licence that was lost, you must return it to the address at the top of this form (also on back of licence).**

**Have you returned a licence to us?**

No

Yes

**Do you know your Chaperone Licence Unique Identification Number (UIN)?**

No

Yes – If you answer Yes, please note UIN below

**Chaperone Licence Unique Identification Number (UIN)?**

**Date original licence issued (approx. if not known):**

## **Supporting information and personal history**

**Name of Group(s) you are associated with (E.g. Theatre Group, Drama Group, Operatic Group, Dance School etc.):**

**Email address of associated group:**

**Tel No. of associated group:**

**Have you ever been subject to any safeguarding investigation in relation to any position where you have been involved with children – either through employment or as a parent?**

No

Yes

**If above answer was YES, please give details:**

**The work for which you are applying will entail regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any** **convictions, cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act**.

**Have you ever had any convictions, cautions, bind-overs or prosecutions?**

YES /  NO

**If above answer was YES, please specify the date of conviction, Court, nature of offence and sentence imposed.** **You are also required to give details of any cautions, bind-overs or prosecutions you may have, even if they would otherwise be regarded as “spent” under the above Act.**

## **Declaration**

I declare that, to the best of my knowledge, the information in this application is true and correct. I understand that I would be liable to prosecution if I wilfully state in it anything that I knew to be false or did not believe to be true.

I also declare that I will notify Norfolk County Council of any change in circumstances that may affect my ability to effectively carry out the duties and responsibilities of a Chaperone.

I understand that if my replacement chaperone licence request is accepted, I will be required to pay our replacement licence administration charge of £10 which will not be refunded. We will contact you for this payment.

**Applicant Signature** (type name for signature)**:**

**Date:**

**Please email fully completed form with supporting information to** [**cs.chaperonelicensing@norfolk.gov.uk**](mailto:cs.chaperonelicensing@norfolk.gov.uk)

## **Privacy statements and Data Usage**

Norfolk County Council is committed to protecting the privacy and security of your personal information and that of your child/children. You can read more about how we treat your information on our [privacy notices webpage](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices).