

What documents are required?

In order for us to issue a licence, certain checks and procedures are required as the Council needs to be assured you are a suitable person. You therefore need to provide:

- a. A fully completed Chaperone application form (CH1) with a passport sized photograph
- b. Two references (forms CH2)
- c. An NSPCC training certificate
- d. An enhanced Disclosure and Barring Service (DBS) certificate of your criminal record
- e. An overseas criminal record certificate if you have not resided in the UK for the last 5 years
- f. Documentary evidence of your ID
- g. Appropriate documentation from a list provided by the Council to confirm identity and address dated within the last three months (Proof of address documents Table 2b)