

Directorate: Place  
Team: Regulatory Services



Reply to Licensing  
Call 01908 252800  
E-mail [licensing@milton-keynes.gov.uk](mailto:licensing@milton-keynes.gov.uk)

### APPLICATION TO RENEW CHAPERONE (MATRON) LICENCE

SURNAME:	FIRST NAME:
ADDRESS: (If change of address supply documentation as in 2b)	
POSTCODE:	
EMAIL:	TEL:
DATE OF BIRTH:	OCCUPATION:

Existing Chaperone Licence Reference number:
Expiry Date: (You must apply to renew your licence before the old licence expires)
Subscribed to DBS Update Service <b>*see below</b> Yes/No
(If not subscribed to update service the DBS certificate must not be older than 3 months)

Please include your new DBS and NSPCC training certificate (The course is regularly updated and must be taken every 3 years) You can find a link to the course and apply for a new DBS certificate via the MKCC website using the following link: <a href="https://www.milton-keynes.gov.uk/environmental-health/licensing/other-permits/chaperone-licence">https://www.milton-keynes.gov.uk/environmental-health/licensing/other-permits/chaperone-licence</a>
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#### Office use Only

Enhanced DBS certificate issue date:
Disclosure Certificate Number: (Original certificate to be supplied with application)
Updated NSPCC Certificate attached: YES/NO
Licensing Officer:

#### **\*IMPORTANT NOTE:\***

**Unless you are signed up to the DBS Update service you must submit a new Enhanced DBS certificate which must not be more than 3 months old with this application.**