

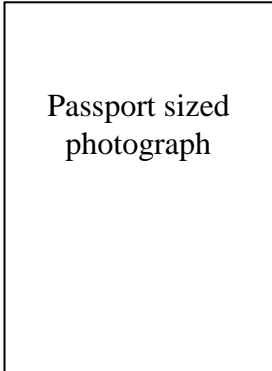
**Use this form if you have been issued with a licence in this Diocese after 1 June 2013**

**APPLICATION FOR RENEWAL OF LICENCE, PERMISSION OR AUTHORITY**

<b>Please include the following documentation with this application</b>
1. Completed Application Form
2. Attach a Passport Sized Photograph of Applicant
3. Please sign where requested and initial <b>each page</b> of the completed application form

<b>The following checks must be current. If you have recently renewed the following checks please provide details:</b>
❖ Working With Children Check Notification
❖ Safe Ministry Training Certificate

**Please attach a passport sized photograph.**



**SECTION ONE (ALL APPLICANTS)**

**YOUR DETAILS**

TITLE: \_\_\_\_\_ NAME IN FULL: \_\_\_\_\_

PREVIOUS NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

BEST DAY TIME CONTACT NUMBER: \_\_\_\_\_

EMAIL:  
\_\_\_\_\_

**SECTION TWO (ALL APPLICANTS)**

**TYPE OF LICENCE OR AUTHORITY**

Please indicate which licence or authority you are applying for:

<input type="checkbox"/>	<b>CLERGY/PTO/CLM/STIPENDIARY – PARISH/STIPENDIARY - CHAPLAIN</b>
<input type="checkbox"/>	<b>ORDINATION CANDIDATES/YEAR OF DISCERNMENT MEMBERS</b>
<input type="checkbox"/>	<b>PAID MINISTRY WORKERS</b>
<input type="checkbox"/>	<b>YOUTH AND CHILDREN'S MINISTRY LICENCE</b>
<input type="checkbox"/>	<b>LAY MINISTRY AUTHORITY</b>
<input type="checkbox"/>	<b>OTHER (Please specify) _____</b>

***Please attach a copy of your current or expired licence, authority or permission.  
For all lay licences or authorities please arrange for the Parish Priest to complete the following:***

With the consent of the Parish Council/Governing Body I nominate this person for a renewal of licence or authority.

*Note: The Parish Priest is responsible for ensuring appropriate training. Applicants for an Authority to Preach in the Local Congregation must have completed the Bishop's Certificate in Theology for Ministry or an equivalent qualification.*

I confirm that the nominee is:

- over the age of 18 years;
- is a member of the Anglican Church; and
- is of good character.

I give an undertaking to provide appropriate instruction in the role.

Name of Priest or Supervisor: \_\_\_\_\_

Signature of Priest or Supervisor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***For all licences please complete the following:***

Please indicate any courses of study related to Theology and Ministry which you have successfully completed **since last being licenced or authorised:** (for example: EfM, Bishop's Certificate or Diploma, Trinity Certificate, BTheol.)

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Please indicate other courses of study or training you have completed since last being licenced:

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**SECTION THREE**

**PERMISSION TO OFFICIATE LICENCES RENEWALS**

**PERMISSION TO OFFICIATE LICENCES APPLICATIONS**

**Following are the updated requirements for obtaining a PTO License from the Bishop in the Diocese of Newcastle**

Priests who are retired in the Diocese or living in the Diocese but not Licensed to a Parish or Agency will need to provide the following information prior to their Permission to Officiate licence being given or renewed by the Bishop:

- 1. A written note from the Priest of the Parish in which they are currently worshipping of their involvement in the life and ministry of that Parish.

**Attached**

- 2. A written list of any other ministries that they are involved with, either in this Diocese or in the wider Australian church.

**Attached**

- 3. Evidence of attendance at a Safe Ministry Training workshop within the last three years or a written commitment to attend such a workshop in the next six months, including the date and place of the workshop they will attend.

**Attached**

**SECTION FOUR (ALL APPLICANTS)**

**THE ANGLICAN DIOCESE OF NEWCASTLE  
WORKING WITH CHILDREN CHECK NOTIFICATION**

Full name: \_\_\_\_\_

I advise that my Working Children Check Number is: \_\_\_\_\_

I undertake to advise the Bishop, in writing if:

- charged or convicted of any offence, or the facts found proven without conviction, whilst holding the Bishop's licence;
- I have become aware that my conduct has been or is being investigated by the Commissioner for Children and Young People or the Ombudsman;
- I have become subject to a restraining order or apprehended violence order.

**DECLARATION, RELEASE AND UNDERTAKINGS**

I confirm my assent and confirmation of the Declaration Release and Undertakings required of a person licensed in the Diocese

**Website:** <http://newcastleanglican.org.au/wp-content/uploads/2018/05/SECTION-FIVE-DECLARATION-RELEASE-AND-UNDERTAKINGS.pdf>

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

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**SECTION FIVE: (ALL APPLICANTS):**

**THE ANGLICAN DIOCESE OF NEWCASTLE**

**Privacy Policy**

This collection notice applies to personal information collected by the Diocesan Office of the Anglican Diocese of Newcastle (**“Diocesan Office, we, us, our”**). We are collecting your personal information for the purposes of performing our functions, which include providing administrative support to the Bishop of Newcastle, his Ministry team and the ministries of the parishes and organisations of the Anglican Diocese of Newcastle. If you do not provide us with this information, we may not be able to assist you.

In the course of performing our functions, we may share personal information within the Anglican Diocese of Newcastle, its agencies, organisations, parishes and chaplaincies. We may also disclose personal information to third parties, such as our third party service providers or other Anglican Diocese’s and their agencies, Parishes and Chaplaincies, or to comply with laws. We will not disclose your personal information to overseas recipients.

All personal information which we collect is held pursuant to the Privacy Policy of the Anglican Diocese of Newcastle, which contains further information about how our personal information is collected and managed, other entities your information may be disclosed to and your rights to access and seek correction of your personal information. The Privacy Policy is available at <http://newcastlean Anglican.org.au/privacy-statement>. If you would like to contact the Anglican Diocese of Newcastle about the Privacy Policy, please contact the Privacy Officer by writing to the Diocesan Business Manager, Diocese of Newcastle, P O Box 817, Newcastle NSW 2300.

Dated: 7 October 2015

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