

**Application for Permission to Officiate**

**Contact Details**

Name

Address

Contact Phone Number

Email

Date of birth

Are you retired? Are you in receipt of a Church of England Pension?

**Existing and previous ministry**

Are you currently beneficed, licensed or employed under contract in another diocese?

If so, please give details of diocese and post:

Do you currently hold PTO in another diocese or dioceses?

If so, please give details:

Please give details of any PTO granted in other dioceses which is not current:

Please give details of any application for PTO that has been refused, along with the reasons why:

**Safeguarding Information**

Date of last DBS check:

Safeguarding Training undertaken:

**Ministry intentions**

How are you hoping to use your PTO?

**Declarations**

I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Bishop of Truro and their successors in all things lawful and honest.

I understand that it is my responsibility to inform the Bishop’s office of any changes in my personal details.

I understand that I must not officiate without the permission of the relevant incumbent or priest in charge.

I understand that PTO is granted at the discretion of the Bishop and may be withdrawn at any time.

I understand that PTO will only be granted if I have not been barred from regulated activity with children or vulnerable adults and my DBS certificate has been deemed satisfactory having regard to relevant House of Bishops’ guidance.

I acknowledge that I am legally required to have due regard to the House of Bishops’ guidance in relation to the safeguarding of children and vulnerable adults and I will accordingly undertake such safeguarding training as the Bishop requires.

I understand that the Bishop’s letter of authorisation if granted will specify the length of time for which I may exercise PTO and any relevant geographical restrictions, after which I must apply for renewal.

If my PTO has lapsed for any reason I agree that I will not undertake any forms of ministry until all matters have been resolved.

**Fees and occasional offices:**

I understand that fees for funerals and weddings must be paid in full to the relevant DBF and PCC, and that it is not lawful for me to retain any fee that is payable to the DBF and the PCC without the agreement of the DBF and PCC.

This diocese offers ministers who are not in receipt of a stipend 80% of the DBF portion of the fee for funerals and weddings. It is the responsibility of the relevant PCC to pay this to the minister concerned – fees must not be paid directly to any individual.

I understand that, as a clerk in holy orders, I may only use the forms of service authorised by Canon and may not exercise ministry on a freelance basis or take funerals (or accept fees for taking funerals) in a private or unofficial capacity.

**Personal Data Declaration**

I have read and understand the attached privacy notice providing information about how my PTO application will be managed and my rights with respect to the information I provide.

Signed:

Date:

**Declaration by Incumbent/Priest in Charge/Area Dean**

Having discussed this application with ................................................. I commend this application

Signed .................................................................... Date ……………..

Incumbent /Priest-in-Charge/Area Dean

PRINT NAME AND CONTACT DETAILS:

**Please return this completed form to:- The Bishop’s Office, Lis Escop, Feock, Truro TR3 6QQ**

***Please attach the completed confidential declaration form enclosed with this application form.***

|  |  |  |
| --- | --- | --- |
| For office use only | | |
| **Date PTO issued** | **Date PTO/DBS valid until** | **Date Safeguarding valid until** |