

**Hastings Borough Council**  
**Strictly Private and Confidential**  
**Part II of The Regulation of Investigatory Powers Act (RIPA) 2000**  
**Renewal of a Covert Human Intelligence Source (CHIS) Authorisation**  
(Please attach the original authorisation)

<b>Public Authority</b> (including full address)	
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<b>Name of Applicant</b>		<b>Unit/Branch</b>	
<b>Full Address</b>			
<b>Contact Details</b>			
<b>Pseudonym or reference number of source</b>			
<b>Investigation/Operation Name (if applicable)</b>			
<b>Renewal Number</b>			

**Details of renewal:**

<b>1. Renewal numbers and dates of any previous renewals.</b>	
<b>Renewal Number</b>	<b>Date</b>

**2. Detail any significant changes to the information as listed in the original authorisation as it applies at the time of the renewal.**

**3. Detail why it is necessary to continue with the authorisation, including details of any tasking given to the source.**

**4. Detail why the use or conduct of the source is still proportionate to what it seeks to achieve.**

**5. Detail the use made of the source in the period since the grant of authorisation or, as the case may be, latest renewal of the authorisation.**

**6. List the tasks given to the source during that period and the information obtained from the conduct or use of the source.**

**7. Detail the results of regular reviews of the use of the source.**

**8. Give details of the review of the risk assessment on the security and welfare of using the source.**

**9. Applicant's Details**

**Name (Print)**

**Tel No**

**Grade/Rank**

**Date**

**Signature**

Directed Surveillance Unique Reference Number (URN) (to be supplied by the central monitoring officer).

**10. Authorising Officer's Comments. This box must be completed.**

**11. Authorising Officer's Statement. The Authorisation should identify the pseudonym or reference number of the source not the true identity.**

<b>Name (Print)</b>		<b>Grade/Rank</b>	
<b>Signature</b>		<b>Date</b>	
<b>Renewal From</b>		<b>Time:</b>	
		<b>Date:</b>	
		<b>End date/time of the authorisation</b>	

**NB. Renewal takes effect at the time/date of the original authorisation would have ceased but for the renewal.**

<b>Date of first review:</b>	
<b>Date of subsequent reviews of this authorisation:</b>	

**12. I understand the extent of the renewal of the CHIS Authorisation.**

<b>Name (Print)</b>		<b>Date:</b>	
<b>Signature</b>			
<b>Investigating Officer</b>			

**NB A copy of this form, once it has been authorised by the authorising officer and a JP must be kept on the Investigation Officer's file. The original must be sent to the Chief Legal Officer, for placing on Hastings Borough Council's Central Register.**