

Group/district registration change form (C2)

UK HQ keeps a record of all group, district and county registrations. Use this form to inform UK HQ of one of the following changes to a group or district registration:

- Group/district name
- Meeting place address
- Meeting place type
- Sponsoring authority
- Group type

Any other changes not listed can be made directly in Compass without notifying HQ by the District Commissioner, Group Scout Leader or Group/District Administrator. Please contact UK HQ directly for county registrations and above.

This form is used to collect personal data about you to enable us to process this change. Personal data submitted on this form will only be accessible to authorised individuals. All data you provide is handled securely following our Data Protection and Data Retention policies. For more information, visit scouts.org.uk/dppolicy.

Group/district to be changed	
County/Area/Region name	
District name	
Group name (if applicable)	
Registration number	

Please fill in any change in details			
Details that are not changing can be left blank. Any other changes not listed can be made directly in Compass without notifying HQ by the District Commissioner, Group Scout Leader or Group/District Administrator.			
New group/district name			
New meeting place type	Freehold	Leasehold	Rented
New meeting place address			
Change to sponsoring authority			
Change to group type	Air	Sea	Land

Reason for change
If appropriate, briefly include any relevant background information. This may be stored in the Heritage Collection to help us understand and share the local history of groups. Please do not include any personal information.

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Date of change	
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Group/district 1 approval This form should be completed by the Commissioner, Secretary or Chair on behalf of the relevant Executive. We may contact you to verify this request.

Name	
Role	
Membership number	
Date	

Group/district 2 approval This form should be completed by the Commissioner, Secretary or Chair on behalf of the relevant Executive. We may contact you to verify this request.

Name	
Role	
Membership number	
Date	

Once completed, please submit this form to the Support Centre at support@scouts.org.uk. These changes will then be made on Compass, and a permanent record stored in the Heritage Collection.