

Calderdale  
**Safer Communities**  
*Partnership*



Youth Shelter  
PRO FORMA

## Introduction

This Youth Shelter toolkit & pro forma is one of a series being created by the Calderdale Community Safety Team. These guidelines will help those groups or individuals who feel there is a need for a Youth Shelter in their area / community. It offers guidance and advice as how to progress their requirements and the step by step process that they should consider prior to any requests for a Youth Shelter.

The Calderdale Community Safety Team view is that Youth Shelters provide an appropriate space for young people to gather, providing they are what young people and the community want.

Youth Shelters will only be of benefit to the whole of the community if they are well used and sustainable. Sustainability cannot be achieved without going through the four stages laid out in this toolkit.

Please contact your area Community Development Officer who will advise and guide you through all four stages.

Names and contact details can be found at the end of this document.

## Support and Guidance

### Pro Forma Youth Shelters

Section 1	Details About You / Your Organisation
Name of Organisation	
Contact Name	
Job Title or Position in Organisation	
Address	
Post Code	
Tel :	
E-mail address	
Is your organisation formally constituted? (If yes, please provide a copy)	
What is the aim of your group or organisation?	
Section 2	Toolkit Checklist Steps
<p><b>1: Build the Case</b></p> <p>Provide information on what are the issues, why you think a youth shelter is needed.</p> <p>Who needs to be involved in terms of consultation and planning etc.</p>	

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### Pro Forma Youth Shelters

<p><b>2: Location and shelter information</b></p>	
<p>Provide information on the potential location e.g. owner of the land, street, park, is it near houses, a school, shops, main roads. Is there any youth service provision in the area?</p> <p>Information should also be provided on possible youth shelter styles to be considered, including financial information.</p> <p><b>Use an additional sheet if required.</b></p> <p><i>Information on youth shelter styles is available on the internet</i></p>	
<p><b>3: Consultation with stakeholders</b></p>	
<p>Include information on who has been consulted, why and the outcomes of the consultation.</p>	

## Support and Guidance

### Pro Forma Youth Shelters

<p><b>4: Lifetime Strategy</b></p>	
<p>Propose clear options for sustaining and maintaining the shelter, including sponsorship, buying extra equipment or lighting and cleaning.</p> <p>Also include how the shelter will be monitored and evaluated.</p>	
<p><b>5: Community Facility</b></p>	
<p>Include information on how the shelter will be linked in with any existing youth provision in the area as a community facility.</p>	

## Support and Guidance

### Pro Forma Youth Shelters

6: Submit to Action Planning Team	<i>Additional points or information</i>
<p>Note any additional points or information to support your application.</p> <p>Make sure you have involved the Community Development Officer for the area in all stages of the application</p> <p>Check all stages have been completed and pass to Community Development Officer</p>	

**Office Use:**

<b>Action Planning Team Area</b>	
<b>Community Development Officer</b>	
<b>Date pro forma discussed:</b>	
<b>Outcome of Discussion:</b>	

## For further information contact:

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