

**The Children and Young Persons Acts 1933 and 1963
 The Children (Performances and Activities) (England) Regulations 2014**

Standard Child Performance and Activities Licence Application Form (England)

*Note: this form should be completed and submitted to the licensing authority not less than **21 days** before the first performance or activity for which the licence is requested, since the licensing authority may otherwise refuse to grant a licence.*

Part 1: Information to be provided by the applicant about the performance or activities¹

Title:	Name:	
Job title:	Company:	
Address:		
Tel:	Mobile:	
Email:		

1. (a) Does your organisation have a child protection or safeguarding policy? (b) When was this last updated? Please insert a link or attach a copy.	
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Note: it is best practice that organisations that involve children in performances, paid modelling or paid sport have or develop a child protection policy, regularly review and update it, and ensure that all staff and volunteers are familiar with it.

2. Name and nature ² of the performances or activities in respect of which the licence is requested:	
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3. Please provide child's name and as full a description as you can about what the child will actually be required to do. Include information about the environment they will be asked to do it in, and any other contextual information that may help us in assessing the potential risks, physical, emotional or psychological, to the child ³ .	
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4. If you have completed a risk assessment please attach it to this application.
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¹ Schedule 2 Part 2 of The Children (Performances and Activities) (England) Regulations 2014 sets out the information to be provided by the applicant about the performance or activities.

² E.g. theatrical, musical, dancing, filming, sport, modelling

³ It should not be necessary to provide a script – the description of the activity and context is more important.

5. Place of activities, performances and rehearsal for which the licence is requested, including any periods on location:	
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6. The dates of activities, performances or rehearsals for which the licence is requested: If the dates are not known at this time ⁴ , please provide the number of days and the period during which it is requested that a child may take part in activities, performances or rehearsals.	
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7. The expected total running time or duration of activities or performances (including any rehearsal) in respect of which a licence is requested:	
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8. The times and approximate duration of the child's appearance in the performance or activity:	
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9. The amount of night work (if any) for which approval is being sought and please state:	
(a) the approximate number of days ⁵ :	
(b) the approximate duration on each day:	
(c) the reason that the performance must take the form of night work ⁶ :	

10. (a) The sums to be earned by the child in taking part in the performance or activity:	
(b) The name, address and description ⁷ of the person to whom or to which the sums are to be paid (if not to the child in question):	

⁴ This might be because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions. See paragraph 1.7.2 of the advice issued by the Department for Education.

⁵ For these purposes any performance taking place after midnight and before the earliest permitted hour counts as an extension to the previous day. E.g. if the child performs on Tuesday and then performs after midnight, in the early hours of Wednesday, that counts as one day (Tuesday).

⁶ The local authority may want assurance that there is a good reason why the child is asked to take part in a performance or activity at night.

⁷ i.e. if it is an individual what is their relationship to the child, or is it a company or organisation and if so, what is their relationship to the child?

<p>11. Where a licence is requested in respect of a performance, the proposed arrangements for any rehearsals prior to the first performance for which a licence is requested. For each rehearsal please state the date, the place, and the approximate time and duration:</p>	
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<p>12. The days or half days on which leave of absence from school is requested to enable the child to take part in the performance, rehearsals or activity:</p>	
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<p>13. Proposed arrangements (if any) for the education of the child during the period for which the licence is requested stating -</p>	
<p>(a) Where the education is to be provided by a school, name and address of the school:</p>	
<p>(b) Where the education is to be provided other than by a school: i. name, address and qualification of the proposed teacher;</p>	
<p>ii. the place where the child will be taught;</p>	
<p>iii. the proposed course of study;</p>	
<p>iv. the number of other children to be taught at the same time by the same teacher and the sex and age of each child;</p>	
<p>v. whether the child is to receive the amount of education in accordance with regulation 13(3)(e) of the Children (Performances and Activities)(England) Regulations 2014</p>	

<p>14. The name and address of the proposed chaperone, or the name and address of the parent or teacher who will have care of the child:</p>	
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<p>15. The name of the local authority or (in Scotland) the education authority (if any) which has previously approved the appointment of the chaperone:</p>	
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16. The number of children to be in the charge of the chaperone during the time when the chaperone will be in charge of the child and the sex and age of each child:	
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17. The address of any accommodation where the child will live, if different from the place where the child would ordinarily live, the number of other children and details of the chaperone (if any) who will live in the same accommodation:	
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18. (a) Approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day:	
(b) Arrangements (if any) for transport there:	
(c) Arrangements (if any) for transport back:	

19. The name of any other local authority, or in Scotland, any education authority to which an application has been made for another child to take part in performances or activities to which the application relates (if not known at the time of application, to be provided when known):	
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Note: this will help the relevant local authorities to take a consistent approach.

I certify that to the best of my knowledge the details in this application are correct. I hereby apply for a licence under section 37 of the Children and Young Persons Act 1963.

Signature of applicant:	
Print Name:	
Date:	

Part 2: Information to be provided by the applicant in relation to the child

Note: the applicant will usually need to obtain this information from the child's parent/guardian, and a parent/guardian of the child needs to sign the completed form, but the form should be submitted by the applicant (unless the parent is also responsible for organising the activity or production). See regulation 4 of the Children (Performances and Activities) (England) Regulations 2014.

1. Child's name:	
2. Child's home address:	
3. Child's date of birth:	

4. Name and address of the school the child currently attends: OR If the child is not attending school, the name and address of the child's private teacher:	
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5. Details of each licence in relation to the child granted during the twelve months preceding the date of the application by any local authority, or in Scotland, any education authority, other than the licensing authority to which this application is made ⁸ , stating -	
a) The name of the authority:	
b) The date the licence was granted:	
c) The dates and nature of performances or activities:	

6. Details of each application in relation to the child for a licence refused by any other authority in the last 12 months, other than the licensing authority to which this application is made, stating -	
a) The name of the local authority or education authority:	
b) The reasons (if known) for the refusal to grant a licence:	

⁸ This will only be relevant if the child has moved between authorities in the last 12 months.

7. Details of any performances for which a licence was not required ⁹ in which the child took part during the previous 12 months, stating -	
a) The date of the performance:	
b) The number of days of performance:	
c) The title of the performance:	
d) The name and address of the person responsible for the production:	

8. Dates (if any) on which the child has been absent from school during the twelve months preceding the date of the application by reason of taking part in a performance or activity:	
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9. Amount of any monies earned by the child during the last twelve months, stating whether the monies earned were in respect of performances or activities for which a licence was granted or a performance for which a licence was not required:	
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10. Does your child have a part time job? ¹⁰ If yes please give full details of employer	
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⁹ By virtue of section 37(3) of the Children and Young Persons Act 1963

¹⁰ A child taking part in a performance can be employed in any other employment on the day of the performance for the following day.

11. Medical Declaration to be completed by child's parent/guardian

Does your child have: (answer yes or no)	If yes please provide details including any treatment or medication:
Asthma	
Any allergies	
Any skin conditions	
Hearing impairment	
Visual impairment	
Any learning disability	
Any physical disability	
Any medical conditions?	
Taking any regular medication(s)?	
Been to see or had a referral to a hospital consultant in the last 6 months?	
12. I confirm that I have parental responsibility ¹⁰ for this child.	Signature of parent/guardian:
	Print Name:
	Date:
Postal Address (if different from child)	
<u>Parent/Guardian</u> If a copy of the licence is required please supply an email address (please print)	
Parent/Guardian's Telephone No.	

I declare to the best of my knowledge and ability that my child is medically fit to take part in this performance/activity.

I certify that to the best of my knowledge the details in this application are correct. I hereby apply for a licence under section 37 of the Children and Young Persons Act 1963:

Signature of applicant/agency: (to be signed by person named on page 1)	
Print Name:	
Date:	

¹⁰ As defined within section 3 of the Children Act 1989, 'parental responsibility' means all of the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

I attach the following:

- (a) A copy of the child's birth certificate (scanned copies are acceptable – please do not send original hard copies)¹¹;
- (b) Two identical prints (un-mounted) of a photograph of the child taken during the last 6 months or an electronic likeness¹²;
- (c) A copy of the contract, draft contract or other documents (where they exist) containing details of the agreement regulating the child's participation in the performance or activity to which this application relates.
- (d) A copy of the risk assessment/s in relation to the part being undertaken by the child (*where the child is required to take part in performances of a dangerous nature or will be more than 3 meters above ground level*)
- (e) Signed confirmation with the name of the designated person acting on your behalf (if applicable)
- (f) If absence is required from school, to help speed up the process, please complete Part 1 of the attached School Absence Notification Form and send to the child's Head Teacher for completion. This should then be returned to yourselves and submitted with the fully completed Application Form.

Notes:

- 1) *Electronic versions of this form and electronic documentation are acceptable, including signatures.*
- 2) *You should ensure that the parent/guardian and the chaperone are given a copy of the whole completed form, which you submit to the local authority.*
- 3) *You should ensure a child taking part in a performance is not employed on the day of the performance or the following day.*
- 4) *Any person who fails to observe any condition subject to which a licence is granted or knowingly or recklessly makes any false statement in or in connection with an application for a licence is liable to a fine not exceeding £1000 (level 3 on the standard scale) or imprisonment for a term not exceeding three months or both (section 40 of the Children and Young Persons Act 1963).*

Privacy notice under the General Data Protection Regulation (GDPR) (EU) 2016/679

The information you have provided on this form will be used by Birmingham City Council in accordance with the General Data Protection Regulation and any successor legislation to the GDPR or the Data Protection Act 1998.

The information will be used in accordance with The Children and Young Persons Acts 1933 and 1963 and The Children (Performances and Activities) (England) Regulations 2014 and for the purpose of processing applications for Performance Licences as required to fulfil the Council's duties under legislation and statutory requirement.

This authority is under a duty to safeguard children and to this end the information you have provided on this form may be shared with our internal teams, external organisations or other local authorities, if applicable. The personal data is not shared with anyone else and will never be disclosed for marketing purposes.

¹¹ In the exceptional circumstance where the child's birth certificate cannot be provided as part of the application (e.g. because they don't have one) the licensing authority may accept alternative evidence.

¹² The image must not be altered or enhanced in anyway. It should be a full head shot taken in good light.

School Absence Notification Form – Child Performance

Dear Head Teacher,

Date Issued:

The pupil named below has been given an opportunity to participate in a forthcoming performance/activity. In order for him/her to take part it will be necessary for him/her to be absent from school. Please complete Part 2 of this form indicating whether or not you object to this pupil taking part and return to the organisation named below

If you have any queries in relation to this request, please contact me on the number below.

Part 1

Name of Pupil:

Date of Birth:

Title of Performance/Activity:

Performance/Activity:

Dates school absence required:

Specified dates/ number of day
between two dates

Name of Organisation making request:

Name of Contact Person:

Tel No.:

Signed:

Date:

Part 2

I have no objection to the above named pupil being absent to take part as outlined above.

Or

I object to the above named pupil being absent from school to take part as outlined above, as the absence will have a detrimental effect on their education because (please state below):

Name of Head Teacher:

Name & Address
of School:

Telephone Number:

Head Teacher Signature:

Date:

School Stamp