



GENERAL GUIDELINES
FOR ISSUING
PERFORMANCE LICENCES
ACTIVITIES LICENCES
SPORTS LICENCES

DEFINITION

Generally no child under school leaving age may take part in any type of performance or activity unless licensed to do so by the LA in whose area they live.

NB a performance licence is not required for school productions ie end of term shows or school plays of 4 days or less

The LA will only grant a licence when they are satisfied that the child's health, welfare and education will not suffer.

THE LAW

Children's Performances are regulated through The Children & Young Persons Act 1933 and 1963, and The Children (Performance) Regulations 1968.

(Please refer to *A Guide to Children's Licensing in England* revised February 2001 for more detailed information.)

Licences are required for:

- television & film work (performance licence)
- shows or pantomimes (performance licence)
- sport (activities licence)
- modelling (activities licence)

A Performance Licence is required if:

- there is absence from school
- a charge is made for admission
- the performance is on licensed premises
- the performance is to be broadcast or recorded for future public exhibition

An Activities Licence is required when:

- the child is to receive payment and/or
- the child is absent from school

Exemption from licensing process may be agreed if:

- if no absence from school is required and/or
- no payment is made to child
- if not performing for more than 4 days in 6 months
- no other restrictions apply

OVERVIEW OF PERFORMANCE LICENCE PROCESS

STAGE 1

- ◆ Part 1 of application form is completed by Producer of the performance.
- ◆ Part 2 of form is completed by parent and includes all documentation.

STAGE 2

- ◆ LA checks application form and ensures relevant documentation has been included.
- ◆ LA checks registration of named Chaperones.

STAGE 3

- ◆ LA issues Performance Licence.
- ◆ LA advises Head Teacher of child's school to monitor child's education.

STAGE 4

- ◆ LA Child Employment Officer or other designated Officer may visit venue and checks Performance Licence and Chaperone Registration.

THE PROCESS OF ISSUING PERFORMANCE/ACTIVITIES LICENCES

STAGE 1

It is the responsibility of the producer/agency/theatre manager to:

- Complete Part 1 of the application form.
- Provide a copy of the contract or other agreement in relation to the child's performance.
- Provide a performance schedule detailing days and times of the child's involvement in rehearsals and performances.
- Ensure that the child's Parent or Guardian complete Part 2 of the application form and that they provide the following documentation:
 - 2 passport size photographs.
 - birth certificate.
 - medical certificate (or parental declaration of health for modelling).
 - Head Teacher's permission if absence from school is required.
- All information should be provided at least 5 working days before the day of the performance.
- For performances involving a large number of children the LA request a minimum of 21 working days to process all the licences in time.

It is the Parent or Guardian's responsibility to complete Part 2 of the Application Form and to submit the above documentation for their child.

The completed application and all relevant documentation should be sent to the LA where the child lives, who will issue the Performance Licence.

STAGE 2

On receiving the application for a Performance Licence the LA will check that the form includes the following information:

Part 1 - completed by Producer

- | | |
|--------|--|
| Page 1 | Name of Child
Name & Address of Applicant |
| Page 2 | Fully completed, giving name of Production, dates, times & venue of performance and any absence from school. |
| Page 3 | Names of Chaperones, who must be approved by the LA <u>before</u> they undertake chaperone duties.
Any places of lodging
Details of private tuition (usually only for lengthy film work) |

Part 2 - COMPLETED BY PARENT/GUARDIAN

- Child's name
- Child's date of birth
- Child's address
- Child's school
- Parent's full name and signature on last page

Parents must supply the following documentation to accompany form:

- 2 current passport size photographs of child
- Child's birth certificate
- Headteacher's permission if absence from school required
- Completed Medical Form

Note: For modelling work a Parental Declaration of Health may be accepted.
For TV work the child must have a Doctors Certificate. (the parent may be charged a fee by the doctor for this).
If the production runs for more than one week the child must have a Doctors Certificate.

STAGE 3

- The LA will check that the Performance does not infringe regulations.
- Consult with and inform Headteacher of the application for a Performance Licence and advise school to monitor child's attendance.
- Check that the child is chaperoned either by a parent or by an LA approved chaperone.
- Issue the Performance/Activity Licence.

STAGE 4

The LA's child employment officer (or other designated officer) will inspect the venue for the Performance or Activity to ensure suitability ie:

- Children should have separate changing rooms from adults
- Girls and boys should have separate changing rooms
- Children should have refreshments provided
- Children should have convenient toilet facilities including washing facilities that are clean and adequate
- The children should know where the emergency exits are and be familiar with the fire drill
- Ensure that all children have a valid Performance Licence and are only performing on the days and times stated on licence
- Ensure chaperones have been approved by the LA
- Check accommodation if children are in lodgings

A Performance Licence can be revoked if the child is found to be performing on times and dates not stated in the Licence, or the child is performing in venues other than those stated on the Licence