

## APPLICATION FOR A CHILD PERFORMANCE LICENCE

CHILDREN & YOUNG PERSONS ACT 1963, S.37

The Children (Performance) Regulations 1968

The Children (Performance) (Miscellaneous Amendments) Regulations 1998

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This application form is in three parts:

- Part 1 (to be completed by the applicant “the person responsible for the production of the performance in which the child is to take part”)
- Part 2 (to be completed by the child’s parent/guardian)
- Part 3 (to be completed when absence from school is required)

*Note – It is important that this form, when completed, should be sent so as to reach the licensing authority not less than 21 days before the first performance for which the licence is requested, since the licensing authority may otherwise refuse to grant a licence.*

### PART 1

*(to be completed by the applicant)*

1. I hereby apply for a licence under section 37 of the Children & Young Persons Act 1963 authorising *(insert name of child)*

to take part in a performance  to take part as a model  to take part in sport  *(Please tick whichever applicable)*

2. I certify that to the best of my knowledge the particulars contained in the attached Annex are correct.
3. I attach the following -
- (a) the birth certificate of the child or other satisfactory evidence of the child’s age
  - (b) two identical prints (unmounted) of a photograph of the child taken during the six months preceding this application
  - (c) a copy of the contract, draft contract or other documents containing particulars of the agreement regulating the child’s appearance in the performance or activity for which this licence is requested
  - (d) a declaration under section 38(1)(a) or (b) of the Children and Young Persons Act 1963
  - (e) a medical certificate issued by a medical practitioner *(for performances)* or
  - (f) a statement by the child’s parent that the child is medically fit *(for modelling or sport)*
4. I understand that if a licence is granted to me it will be granted subject to the restrictions and conditions laid down in the Regulations and to such other conditions as the local authority or licensing authority may impose under the said Regulations

<b>Applicants Full Name</b>			
<b>Applicants Company</b>	Name		
	Address		
	Phone no	Fax No	Email
<b>Position in Company</b>			
<b>APPLICANTS SIGNATURE</b>			Date

*Note – Any person who fails to observe any condition subject to which a licence is granted or makes any false statement in connection with the application for a licence is liable to a fine not exceeding level 3 on the standard scale, or a term of imprisonment for a term not exceeding three months or both. (Section 40 of the 1963 Act).*

**ANNEX TO PART 1** (3 pages) *(to be completed by the applicant)*  
*N.B. any reference to a regulation is a reference to the 1968 Regulations*

<b>PARTICULARS CONNECTED WITH THE PERFORMANCE IN WHICH THE CHILD IS TO TAKE PART</b>	
<b>1.</b>	Name & nature of the performance or activity for which the licence is requested <i>see (i)</i>
<b>2.</b>	Description of the child's part
<b>3.</b>	Place of the performance or activity for which the licence is requested <i>see (ii)</i>
<b>4.</b>	The dates of the performance or activity for which the licence is requested <b>Or</b> Open licences only <i>see (iii)</i> (a) Number of months (up to a maximum of 6 months) the licence is required for <b>And</b> (b) Number of days within that period the licence is required for
<b>5.</b>	Time and duration of performance or activity in respect of which the licence is requested
<b>6.</b>	Total anticipated time at Place of Performance  Anticipated Arrival Time Anticipated Departure Time
<b>7.</b>	Approximate duration of the child's appearances in the performance or activity in respect of which the licence is requested
<b>NIGHTWORK – AT THE DISCRETION OF THE LICENSING AUTHORITY</b>	
<b>8.</b>	The amount of night work (if any) for which approval will be sought from this local authority stating: (a) the number of days  (b) the approximate duration on each day  (c) REASON FOR NIGHT WORK

- (i) *Name (title of production and nature (theatre, film, TV, commercial, modelling etc.) of performance.*
- (ii) *This should include all the places at which work on location is scheduled.*
- (iii) *A licence specifying the number of days on which a child may perform and the period, not exceeding six months, in which the performance may take place may be granted only to the British Broadcasting Corporation, the Independent Television Authority, a programme contractor within the meaning of section 1 (5) of the Television Act 1964 or a body supplying programmes to such a programme contractor to be broadcast by the Independent Television Authority or in respect of a child taking part in a performance to be recorded (by whatever means) with a view to its used for public exhibition.*

**TUTOR DETAILS (if applicable) MINIMUM 3 HOURS PER DAY ON ALL SCHOOL DAYS**

<p><b>9.</b></p>	<p>Proposed arrangements (if any) under <b>Regulation 10</b> for the education of the child during the period for which the licence is requested, stating:</p> <ul style="list-style-type: none"> <li>(a) the name, address and qualification of the proposed private teacher</li> <li>(b) the name of the local authority (if any), which has previously approved the appointment of the private teacher for the purposes of a licence</li> <li>(c) the place where the child will be taught</li> <li>(d) the proposed course of study</li> <li>(e) the number of other children to be taught by the private teacher at the same time as the child to whom this application is made, and the sex and ages of each child</li> <li>(f) the amount of education the child is to receive, in accordance with the regulations</li> </ul>	
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**SCHOOL ABSENCE**

<p><b>10.</b></p>	<p>The days or half days on which leave of absence from school is requested to enable the child to take part in the performance or activity for which the licence is requested, or in rehearsals</p>	<p>Dates of half days</p> <p>Dates of full days</p> <p>Dates of Rehearsals</p>
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**CHAPERONE (MATRON) DETAILS – LICENSED OR PARENT OR LEGAL GUARDIAN**

<p><b>11.</b></p>	<p>(a) Chaperone details. <b>Regulation 12</b></p>	
	<p style="text-align: right;">Name</p> <p style="text-align: right;">Address</p> <p style="text-align: right;">Telephone number</p> <p style="text-align: right;">Email address</p>	
	<p>(b) The name of the local authority (if any), which has previously approved the appointment of the Chaperone for the purposes of a licence</p>	
	<p>(c) The number of other children to be in the charge of the Chaperone during the time when she/he would be in charge of the child in respect of whom this application is made, and the sex and age of each child. <b>Regulation 12</b></p>	

<b>LODGINGS (if applicable)</b>		
<b>12.</b>	The address of the lodgings where the child will live if a licence is granted, (by reason of which the child has to live elsewhere than at the place where he would usually live), the name of the householder and the number of other children who will be living in the same lodgings. <b>Regulation 13</b>	
<b>TRAVEL</b>		
<b>13.</b>	<p>Approximate length of time which the child will spend travelling <b>Regulation 15</b></p> <p>(a) to the place of the performance, rehearsal or activity</p> <p>(b) from the place of performance, rehearsal or activity</p> <p>(c) and the arrangements for transport</p>	
<b>EARNINGS</b>		
<b>14.</b>	The sums to be earned by the child in taking part in the performance or activity in respect of which the licence is requested	<p>Per Performance        £</p> <p>Total Performance    £</p>
<b>OTHER LOCAL AUTHORITY CHILDREN</b>		
<b>15.</b>	Name of any other licensing authority to which an application has been made for another child to take part in the performance or activity to which this application relates	
	Total number of children in the production	
	Total number of Wakefield LEA children in the production	

**Thank you for filling in Part 1 of the Licence Application.  
Please check that all relevant sections have been fully completed.  
Part 2 of the Licence Application is to be completed by the parent/guardian.  
Part 3 of the Licence Application is to be completed by the School.**

**When all parts are completed, please send the Licence Application to:**

**Child Employment Officer  
Education Welfare Service  
Block C, Normanton Town Hall,  
Wakefield WF6 2DZ**

## PART 2

*(to be completed by the parent/guardian)*

**Please give the following particulars**

<b>1.</b>	Full name of child	
<b>2.</b>	Date of birth of child	
<b>3.</b>	Address of child	
<b>4.</b>	<p>(a) Name and address of school/s attended by the child during the 12 months preceding the date of this application.</p> <p>(b) If the child has not attended school, please give the name and address of his private teacher.</p> <p>(c) Dates (if any) on which the child has been absent from school during the 12 months preceding the date of this application by reason of his taking part in a performance or activity.</p>	

I support this application for a licence.

I certify that to the best of my knowledge the foregoing particulars are correct and I understand that if a licence is granted it will be granted subject to the restrictions and conditions laid down in the Children (Performance) Regulations 1968 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

<b>Full Name</b> <i>(parent)</i>	
<b>Address</b>	
<b>Telephone</b>	
<b>Relationship to Child</b> <i>(Parent, Guardian or Other)</i>	
<b>Signature of Parent</b>	
<b>Date</b>	

*If your child attends school and absence is required to take part in the performance, please ensure that Part 3 of the form is signed by the Headteacher before submitting the application.*

**CONFIDENTIAL MEDICAL QUESTIONNAIRE**

Name of Child.....Date of Birth.....

Address.....

.....Tel No.....

School.....

Family Doctors Name.....

Address.....

**• Please answer all of the following questions \***

1. Does your child have any of the following:

Asthma or Chest Troubles Yes\No

Heart Trouble Yes\No

Skin Problems Yes\No

Diabetes Yes\No

Fits or Epilepsy Yes\No

2. Does your child take any regular medication? Yes\No

3. Does your child have any hearing problems? Yes\No

4. Does your child have poor vision? Yes\No

5. Is your child attending a hospital specialist? Yes\No

6. Is there anything else that you feel we should know? Yes\No

If so, please give details:

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*I CONSIDER THAT MY CHILD IS FIT TO TAKE PART IN THE PERFORMANCES FOR WHICH THE LICENCE IS REQUESTED AND WILL NOT BE PREJUDICIAL TO HIS/HER HEALTH OR PHYSICAL DEVELOPMENT AND IS NOT LIKELY TO HAVE AN ADVERSE EFFECT UPON HIS/HER EDUCATION*

Signed

Date

Relationship to Child

\* On the basis of these answers the authority may require a further examination to be undertaken by a medical practitioner. \*

**PART 3**

*(To be completed when absence from school is required)*

**SCHOOL AUTHORISATION FORM**

**CHILDREN'S PERFORMANCE REGULATIONS 1968  
REGULATION 2**

To the Headteacher

\_\_\_\_\_ School

An application has been made for the pupil named below to be licensed to take part in the specified performances. Some absence from school is required as indicated, though this will be kept to a minimum.

1.	Full name of child:	
2.	Date of Birth:	
3.	Address:	
4.	Name of Performance:	
5.	Place of Performance:	
6.	Dates absence from school is required:	

I do not believe the proposed absences from school will be prejudicial to the child's education, and authorise the absence on the dates specified.

**SIGNED**

Headteacher/Head of Year

**DATE**

*Please note that someone at the child's school, not a parent, must sign this form*