

Application for a Child Performance Licence

CPL1

Important notes to be read before completion of the application form.

CHILDREN AND YOUNG PERSONS ACT 1963 (sections 37 and 39, as amended)
THE CHILDREN (PERFORMANCES AND ACTIVITIES) (ENGLAND) REGULATIONS 2014

Note 1 - The applicant for the licence shall be:

- (i) The person responsible for the organisation of, or the engaging of the child in, the activity; or
- (ii) The person responsible for the production of the performance in which the child is to take part.

Regulation 4(1)(a)

Note 2 - 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 on summary conviction to a fine not exceeding level 3 on the standard scale or imprisonment for a term not exceeding three months or both. **Children and Young Persons Act 1963, section 40**

Note 3 - For the purpose of the application, "parent" means a person who has parental responsibility, as defined in Section 3 of the Children Act 1989, for the child in question. **Regulation 2**

Note 4 - The licensing authority may refuse to grant a licence if the application is not received at least twenty one days before the day on which the first performance or activity, for which the licence is requested, is to take place. **Regulation 4(2)**

Note 5 - Where the licensing authority considers that the information provided is insufficient to enable it to decide whether to issue a licence or whether to issue a licence subject to conditions, it may request additional information or documentation to enable it to make such a decision. **Regulation 7**

Note 6 - Under section 37(3) of the 1963 Act a licence is not required for a child to take part in a performance if no payment is made, other than for defraying expenses, to the child or any other person AND the child has not performed on more than 3 days in the preceding 6 months OR the performance is given under arrangements made by a Body of Persons as approved by the Secretary of State or host local authority.

Note 7 - Where the applicant is unable to specify the dates upon which the child will take part in the performance or activity at the time of the application, the licensing authority may grant a licence but on condition that the child will only take part for a specified number of days within a six month period. **Regulation 6**

Note 8 - Subject to conditions, a licensing authority may permit a child to take part in a performance before the earliest (07:00) and after the latest times (22:00 for children under the age of 5 and 23:00 for children aged 5 or above) that would otherwise apply. **Regulation 28**

Note 9 - The maximum number of children a local authority approved chaperone may take care of at any one time is 12. **Regulation 15(3)(a)**

Once complete, return this application form to:

Child Employment and Entertainment Officer, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP

Telephone No: 01905 845640 **E-Mail:** CEE@worcestershire.gov.uk

NOTE: If you do not receive the child performance licence by one week prior to the performance please contact us.

DECLARATION (to be completed by the applicant – see Note 1)

1. I hereby apply for a licence under section 37 of the Children and Young Persons Act 1963 authorising

(insert name of child)

☐ to take part in a performance ☐ To take part in an activity (paid sport or paid modelling)

2. I certify that to the best of my knowledge the particulars contained in this application are correct (see Note 2).

3. I attach the following:-

- (a) ☐ A copy of the birth certificate of the child;
- (b) ☐ Two identical photographs of the child taken during the six months preceding the date of the 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 regulating the activity for which the licence is requested.

4. I understand that if a licence is granted it will be granted subject to the restrictions and conditions laid down in The Children (Performances and Activities) (England) Regulations 2014 and to such other conditions as the licensing authority may impose under the said Regulations.

Applicant's Full Name:

Tel No:

Company Name:

Email:

Company Address:

Applicant's Signature:

Position in Company:

Date:

DECLARATION (to be completed by the child's parent – see Note 3)

I support this application for a licence.

I certify that to the best of my knowledge the particulars contained in Part 1 of this application are correct (see Note 2) and I understand that if a licence is granted it will be granted subject to the restrictions and conditions laid down in The Children (Performances and Activities) (England) Regulations 2014 and to such other conditions as the licensing authority may impose under the said Regulations.

I confirm that my child is fit to undertake the performance described in this application, and that it will not put at risk my child's health, welfare or ability to take full advantage of his/her education.

Notwithstanding this, I have declared in the Annex to Part 1 of this application any medical conditions that may, without appropriate management, affect my child's ability to undertake the performance described.

Full Name:

Address:

Tel No:

Relationship to child:

Signature:

Date:

PART 1 (Information to be provided in relation to the child)

1. Child's Full Name: Date of Birth:
- Child's Address:

Details of any person(s) with parental responsibility for the child other than the parent who has completed and signed the Declaration on this application:

- Name of Parent 1: Telephone No:
- Parent's Address:
- Name of Parent 2: Telephone No:
- Parent's Address:

2. Name and address of the school currently attended by the child:

- School Name:
- Address:

Or if the child is not attending a school, name and address of his/her private teacher:

- Name:
- Address:

3. Details of each licence granted for the child during the 12 months preceding the date of this application by any local authority other than the licensing authority to which this application is made:

- (a) Name of local authority:
- (b) Date licence was granted:
- (c) Dates and nature of performance/activity:

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- (b) Date licence was granted:
- (c) Dates and nature of performance/activity:

4. Details of each licence application for the child refused by any local authority, other than the licensing authority to which this application is made, in the 12 months preceding the date of this application:

- (a) Name of local authority:
- (b) Date of application:
- (c) Reasons (if known) for the refusal to grant a licence:

- (a) Name of local authority:
- (b) Date of application:
- (c) Reasons (if known) for the refusal to grant a licence:

PART 1 continued

5. Details of any performances for which a licence was not required, by virtue of section 37(3) of the 1963 Act, in which the child took part during the 12 months preceding the date of this application (see Note 5):

(a) Date and number of days of performance:

(b) Title of performance:

(c) Name of person responsible for performance:

Address of that person:

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(b) Title of performance:

(c) Name of person responsible for performance:

Address of that person:

6. 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 taking part in a performance or activity:

7. Details of any monies earned by the child during the 12 months preceding the date of this application (please state in each case whether the monies were earned in respect of a performance or activity for which a licence was granted, or in respect of a performance for which a licence was not required):

Amount:

☐

Licence was granted

☐

Was not required

Amount:

☐

Licence was granted

☐

Was not required

ANNEX TO PART 1: MEDICAL DECLARATION (to be completed by the child's parent)

Child's Full Name:

Date of Birth:

Child's Address:

- A. Does your child have any medical conditions, or behavioural, emotional or social difficulties, that without appropriate management may affect their fitness to take part in the performance/activity for which the licence is requested, or cause their health to suffer by reason by taking part?

☐

Yes

☐

No

- B. If YES, please provide details of the conditions or difficulties (continuing on a separate sheet if necessary).

ANNEX TO PART 1 continued

- C. Under regulation 7(2)(a) of the 2014 Regulations, a local authority may request that a child be medically examined if that is considered necessary to enable it to decide whether to issue a licence.

Prior to that, do you give permission for the local authority to contact your child's GP to ascertain whether a medical examination would be appropriate, or to obtain certification as to your child's fitness to undertake the performance/activity, based on any information provided in section (B) of this declaration?

☐

Yes

☐

No

- D. If YES, please provide details of your child's GP.

Name of GP

Name of Surgery

Address of Surgery

Telephone Number

- E. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING PARTICULARS ARE CORRECT.

Print Name

Relationship to Child

Signature

Date

PART 2 (Information to be provided about the performance or activity)

8. Name and nature (for example, theatrical, filming, sport, modelling) of the performance or activity in respect of which the licence is requested:

Name:

Nature:

9. Description of what the child will be doing as a result of taking part in the performance or activity (please state clearly if the child is taking part in a dangerous performance, or performing above ground/stage level, or if there is any adult (Certificate 18) content included in the performance):

10. Place(s) of performance or activity for which the licence is requested, including any periods on location (please state full address and postcode):

11. Date(s) of performance or activity for which the licence is requested, or the number of days, and the period during which, it is requested that the child may take part in the performance or activity (see Note 6):

12. Duration of performance or activity in respect of which the licence is requested:

Start Time:

Finish Time:

Anticipated Arrival Time:

Anticipated Departure Time:

13. Approximate duration of the child's appearances in the performance or activity for which the licence is requested:

PART 2 continued

14. The amount of night-work (if any) for which approval is being sought from the licensing authority (see Note 7):

(a) The approximate number of days:

(b) The approximate duration on each day:

(c) The reason that the performance must take the form of night work:

15. The sums to be earned by the child in taking part in the performance or activity in respect of which the licence is requested:

The name, address and description of the person to whom or to which the sums are to be paid, if not the child in question:

16. The proposed arrangements for any rehearsals prior to the first performance for which the licence is requested, or during the period beginning with the first and ending with the last performance for which the licence is requested:

(a) Date(s):

(b) Place(s):

(c) Approximate time and duration:

17. The days or half days on which leave of absence from school is requested to enable the child to take part in the performance (including rehearsals) or activity for which the licence is requested:

(a) Date(s) of half days:

(b) Date(s) of full days:

18. Proposed arrangements (if any) under Regulation 13 for the education of the child during the period for which the licence is requested:

(a) Where the education is to be provided by a school, the name and address of the school to be attended:

Name:

Address:

(b) Where the education is to be provided otherwise than by a school:

(i) Details of proposed private teacher:

Name:

Address:

Qualification:

(ii) Place where the child will be taught:

(iii) Proposed course of study:

(iv) The number of other children to be taught by the private

teacher at the same time as the child in respect of whom the application is made:

The sex and age of each such child:

(v) Whether the child is to receive the amount of education in accordance with Regulation 13(3)e:

PART 2 continued

19. The details of the proposed chaperone, or where no such chaperone is required by virtue of Regulation 15(2), the name and address of the parent or teacher who will have care of the child:

Name:

Telephone:

Address:

E-Mail:

Approved by:

Name:

Telephone:

Address:

E-Mail:

Approved by:

20. The name of the local authority (if any) which has previously approved the appointment of the chaperone for the purposes of a licence:

21. The number of other children to be in the charge of the chaperone at the same time as the child in respect of whom the application is made (see Note 9):

Age and sex of each such child:

22. Details of any accommodation where the child will live if different from the place where the child would ordinarily live:

(a) Address:

(b) Number of other children who will live at same place:

(c) Details of chaperone:

23. Approximate length of time which the child will spend travelling:

(a) To the place of performance, rehearsal or activity:

(b) From the place of performance, rehearsal or activity:

And the arrangements (if any) for transport:

24. The name of any other local authority to which an application has been made for another child to take part in the performance or activity to which the application relates (if not known at the time of application, to be provided when known):

PART 3 (To be completed by the Head Teacher if school absence is required)

Name of child:

Title of performance:

Dates of performance:

Dates of school absence: (if applicable)

I have no objection to: (insert name of child)

Taking part in the above performance(s)

Or

I object to: (insert name of child)

Taking part in the above performance(s) because:

If school absence is required, I agree to authorise absence for this performance

Name:

School Name:

Address:

Tel No:

Signed: Date:

Official School
Stamp

DETAILS OF PROPOSED CHAPERONE – Local Authority Approved or Parent/Legal Guardian (Regulation 15)

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
		Approved by:	<input type="text"/>
Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
		Approved by:	<input type="text"/>

DETAILS OF PROPOSED CHAPERONE – Local Authority Approved or Parent/Legal Guardian (Regulation 15)

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
		Approved by:	<input type="text"/>
Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
		Approved by:	<input type="text"/>

Please continue on to additional sheet if required

If you can not understand the contents of this document and do not have access to anyone who can translate it for you, please contact 01905 765765 for help.

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اردو۔ اگر آپ اس دستاویز کی مشمولات کو سمجھنے سے قاصر ہیں اور کسی ایسے شخص تک آپ کی رسائی نہیں ہے جو آپ کے لئے اس کا ترجمہ کرسکے تو، براہ کرم مدد کے لئے 01905 765765 پر رابطہ کریں۔ (Urdu)

کوردی سۆزانی. ئهگهر ناتوانی تێبگهی له ناوماڕۆکی ئهم بڵاگهی و دهستت به هیچ کس ناگات که و مێگهڕێتوه بۆت، تکهیه تهلپۆن بکه بۆ ژمارهی 01905 765765 و داوا ی رینۆینی بکه. (Kurdish)

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To the best of our knowledge all information was correct at the time of printing: July 2020