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

**Standard Child Performance and Activities Licence Application Form (England)**

Dear Applicant

Thank you for requesting a Performance Licence Application Form.

Below is a quick-reference guide to completing the form to ensure that the form is completed as fully as possible to save any delay with processing and issuing.

If you have any questions regarding this guide, please do not hesitate to contact us on ciee@doncaster.gov.uk

**Quick-Reference Guide to Performance Licence Application**

*This will give details of what is required and can function as a checklist prior to submitting the application.*

*Please tick when complete.*

|  |  |
| --- | --- |
| **1. Safeguarding children policy** *The LA needs a copy of the Applicant’s safeguarding children policy* |   |
| **2. Name/nature of performance***Type of performance/name of performance if a show* |  |
| **3. Description of performance** *Details of what the child will be doing to ensure the child’s safety* |  |
| **4. Risk Assessment** to also show Covid-19 guidance and social distancing*A risk assessment must be conducted for each performance and at each venue* |  |
| **5. Place of performance or rehearsals***Full address of venue/s for both performances and rehearsals – the LA needs to be satisfied that the child will not be at risk during the performance, venues will be checked for suitability and safety* |  |
| **6. Dates/times of performance***All dates, times and durations will appear on the licence and must be included on the application – see below.* ***Please note all this information is to be included on the application and specific to the child – schedules will not be accepted in replacement*** |  |
| **Times of performances***Start and finish time of the rehearsal/performance on each date* |  |
| **Times at venue***The LA must be informed of the times arriving at and leaving the performance venue on each date of performance or rehearsal, including any breaks away from the venue in between performances* |  |
| **Length of continuous performance** *The applicant must include the length of the child’s continuous performance*  |  |
| **Breaks** *Please include any scheduled breaks. If this information is not known, a condition will be attached to the licence to ensure the child is given sufficient breaks away from the performance in accordance with their age. Doncaster Council recommend a meal break of 1 hour is given to the child, where applicable.* |  |
| **7. Total duration of performance***Total running time of entire performance and rehearsal* |  |
| **8. Duration of child’s appearance***Total duration/times of the child’s performance and rehearsal* |  |
| **9. Night work***If a performance exceeds the permitted performance times, they need a valid reason for doing so. This is necessary if the performance takes place before 7am or after 11pm (10pm for under 4’s)* |  |
| **10. Sums to be earned***Ensure that completed. The LA may impose a condition on the way the sums for the child are dealt with* |  |
| **11. Rehearsal***All details of rehearsals*  |  |
| **12. School absence details***School absence should be recorded separately in this section – full dates and specify if full days or half days* |  |
| **13. Education Arrangements***Details of education and tutors* |  |
| **14. Chaperone details***Full name of chaperone or parent’s details where appropriate*  |  |
| **15. LA of chaperone***LA chaperone registered with – the LA check for the registration status of all chaperones* |  |
| **16. Children with chaperone***Number of children, gender, and age of each child for each chaperone* |  |
| **17. Address of any accommodation***Full address details of any hotel stay, whether with parents or chaperone, and the number of children staying at the accommodation*  |  |
| **18. Details of travel arrangements***Length of travel time/transport arrangements and whether provided by parents or applicant/chaperone. The LA needs to establish a requirement for accommodation depending on the length of travelling time to safeguard the child* |  |
| **19.Name of other LA an application has been made for same performance***If any other children participate in the same production/performance, any other LA to which an application for a performance licence has been made. The LA may contact other LA’s to ensure smooth running of the issuing of the licence and consistency.* |  |

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| **Quick-Reference Guide to Performance Licence Application Part 2*****The Applicant should complete Part 1 and send the entire form to Parent to check and complete Part 2. If school absence is required, the school must have a copy of the application so that they are aware of the requirements for the child. The Parent should then sign Part 2 and send the entire form back to the Applicant with the birth certificate/passport, school approval and passport sized photograph (head and shoulders). The Applicant should then check the entire form and supporting documents and sign the form at the bottom of Part 2 before submitting.*** |
| **1.Child’s Name** |  |
| **2. Child’s full address** |  |
| **3. Child’s date of birth** |  |
| **4. Name and address of school** |  |
| **5. Details of licences issued by another LA** |  |
| **6. Details of any licence application refused by another LA** |  |
| **7. Any performances where a licence is not required** |  |
| **8. Dates of school absence in last 12 months** |  |
| **9. Monies earned in last 12 months for a performance and which performance it relates to** |  |
| **Medical Declaration completed correctly** |  |
| **Signed by applicant after parent.***The Applicant must sign this once the Parent has completed the form to ensure the Applicant is aware of any medical issues the child may have.* |  |

**Supporting documentation**

|  |  |
| --- | --- |
| Birth certificate/passport |  |
| Photo |  |
| School approval |  |

***Please submit the form at least 21 days prior to the performance to guarantee issuing of the licence on time. If this deadline cannot be met, please contact us to confirm that the licence can be issued prior to submitting a completed form. The issuing LA reserves the right to refuse a licence if less than 21 days’ notice is given, however we will endeavour to issue the licence wherever possible.***

**Contact:**

Email: ciee@doncaster.gov.uk

**The Children and Young Person 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 activities**[[1]](#footnote-1)

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

|  |  |
| --- | --- |
| 1. Does your organisation have a child protection or safeguarding policy?

b) When was this last updated?Please insert a link or attach a copy.  |  |

***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.*

|  |  |
| --- | --- |
| 1. Name and nature[[2]](#footnote-2) of the performances or activities in respect of which the licence is requested:
 |  |
|  |  |
| 1. Please provide as full a description as you can about what the child will 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]](#footnote-3).
 |  |
| 1. Please attach the risk assessment to this application.

*See the sector led best practice guidance for further information about risk assessments.*  |
|  |
| 1. Place of activities, performances, and rehearsal for which the licence is requested, including any periods on location:
 |  |
|  |  |
| 1. The dates and times of activities, performances, or rehearsals for which the licence is requested:

If the dates are not known at this time[[4]](#footnote-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. |  |
|  |  |
| 1. The expected total running time or duration of activities or performances (including any rehearsal) in respect of which a licence is requested:
 |  |
|  |  |
| 1. The approximate duration of the child’s appearance in the performance or activity:
 |  |
|  |
| 1. The amount of night work (if any) for which approval is being sought and please state:
 |
| 1. the approximate number of days[[5]](#footnote-5):
 |  |
| 1. the approximate duration on each day:
 |  |
| 1. the reason that the performance must take the form of night work[[6]](#footnote-6):
 |  |

|  |  |
| --- | --- |
| 1. a) The sums to be earned by the  child in taking part in the  performance or activity:
 |  |
| 1. The name, address, and description[[7]](#footnote-7) of the person to whom or to which the sums are to be paid (if not to the child in question):
 |  |
|  |  |
| 1. 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:
 |  |
|  |  |
| 1. 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:
 |  |
|  |
| 1. Proposed arrangements (if any) for the education of the child during the period for which the licence is requested stating -
 |
| 1. Where the education is to be provided by a school, name, and address of the school:
 |  |
| 1. Where the education is to be provided other than by a school:
2. name, address, and qualification of the proposed teacher;
 |   |
| 1. the place where the child will be taught;
 |  |
| 1. the proposed course of study;
 |  |
| 1. the number of other children to be taught at the same time by the same teacher and the sex and age of each child;
 |  |
| 1. 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
 |  |

|  |  |
| --- | --- |
| 1. 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:
 |  |
|  |  |
| 1. The name of the local authority or (in Scotland) the education authority (if any) which has previously approved the appointment of the chaperone:
 |  |
|  |  |
| 1. The number of children to be in the charge of the chaperone during the time when the chaperone will oversee the child and the sex and age of each child:
 |  |
|  |  |
| 1. 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:
 |  |
|  |  |
| 1. a) Approximate length of time  which the child will spend  travelling to and from the place  of performance, rehearsal or  activity each day:
 |  |
| 1. Arrangements (if any) for transport there:
 |  |
| 1. Arrangements (if any) for transport back:
 |  |
|  |  |
| 1. 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):
 |  |

***Note:*** *this will help the relevant local authorities to take a consistent approach.*

## 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, and a parent 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 four of the Children (Performances and Activities) (England) Regulations 2014.*

##

|  |  |
| --- | --- |
| Child’s name: |  |
| Child’s home address: |  |
| Child’s date of birth: |  |

|  |  |
| --- | --- |
| 1. Name and address of the school the child currently attends:

ORIf the child is not attending school, the name and address of the child’s private teacher: |  |
|  |
| 1. 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]](#footnote-8), stating -
 |
| 1. The name of the authority:
 |  |
| 1. The date the licence was granted:
 |  |
| 1. The dates and nature of performances or activities:
 |  |

|  |
| --- |
| 1. 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 -
 |
| 1. The name of the local authority or education authority:
 |  |
| 1. The reasons (if known) for the refusal to grant a licence:
 |  |

|  |
| --- |
| 1. Details of any performances for which a licence was not required[[9]](#footnote-9) in which the child took part during the previous 12 months, stating -
 |
| 1. The date of the performance:
 |  |
| 1. The number of days of performance:
 |  |
| 1. The title of the performance:
 |  |
| 1. The name and address of the person responsible for the production:
 |  |

|  |  |
| --- | --- |
| 1. 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:
 |  |

|  |  |
| --- | --- |
| 1. 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:
 |  |

**Medical declaration to be completed by child’s parent.**

|  |  |
| --- | --- |
| 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? |  |
| I confirm that I have parental responsibility[[10]](#footnote-10) for this child. | Signature of parent: |
| Print Name: |
| Postal Address (if different from child) |  |
| Parents Email Address |  |
| Parents Telephone No. |  |
| Date: |  |

**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:*(To be signed by person named on page 1)*** |  |
| **Date:**  |  |

**I attach the following:**

1. A copy of the child’s birth certificate (scanned copies are acceptable – please do not send original hard copies)[[11]](#footnote-11);
2. Two identical prints (un-mounted) of a photograph of the child taken during the last 6 months *or* an electronic likeness (e.g., a jpeg file)[[12]](#footnote-12);
3. 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.
4. Copy of Child Protection Policy.

*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. *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).*
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.**  [↑](#footnote-ref-1)
2. **E.g., theatrical, musical, dancing, filming, sport, modelling** [↑](#footnote-ref-2)
3. **It should not be necessary to provide a script – the description of the activity and context is more important.**  [↑](#footnote-ref-3)
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.**  [↑](#footnote-ref-4)
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).**  [↑](#footnote-ref-5)
6. **The local authority may want assurance that there is a good reason the child is asked to take part in a performance or activity at night.**  [↑](#footnote-ref-6)
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?** [↑](#footnote-ref-7)
8. **This will only be relevant if the child has moved between authorities in the last 12 months.**  [↑](#footnote-ref-8)
9. **By virtue of section 37(3) of the Children and Young Persons Act 1963**  [↑](#footnote-ref-9)
10. **As defined within section 3 of the Children Act 1989, ‘parental responsibility’ means all the rights, duties, powers, responsibilities, and authority which by law a parent of a child has in relation to the child and his property.**  [↑](#footnote-ref-10)
11. **In the *exceptional* circumstance where the child’s birth certificate cannot be provided as part of the application (e.g., because they do not have one) the licensing authority may accept alternative evidence.**  [↑](#footnote-ref-11)
12. **The image must not be altered or enhanced in anyway. It should be a full head shot taken in good light.** [↑](#footnote-ref-12)