

Application for a Child Performance Licence

CHILDREN AND YOUNG PERSONS ACT 1963 s.37

The Children (Performances) Regulations 1968

The Children (Performances) (Miscellaneous Amendments) Regulations 1998

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

Note – 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 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).

PART 1 (To be completed by the applicant)

("the person responsible for the production of the performance in which the child takes part")

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

(insert name of child)

(tick whichever applicable):-

to take part in a performance

to take part as a model

to take part in paid sport

2. I certify that to the best of my knowledge the particulars contained in the attached Annex to this part are correct.

3. I attach the following:-

- (a) a copy of the birth certificate of the child (or other satisfactory evidence of the child's age);
- (b) two identical passport size photographs (un-mounted) of the child taken during the six months preceding the date of the application (please print child's name on the reverse of the photographs);
- (c) a copy of the contract, draft contract or other documents containing particulars of the agreement regulating the child's appearance in the performing or regulating the activity for which the licence is requested;
- (d) **if the child is under 14 years of age**: a declaration under section 38(1)(a) or (b) of the Children and Young Persons Act 1963 (stating that the part he/she is to undertake cannot be taken except by a child of about his/her age);
- (e) part 2 to be completed by parent;
- (f) part 3 to be completed by Head Teacher with official school stamp;
- (g) Medical if required

Medicals are compulsory for film and television work. A medical may also be required for other performances such as theatre work if the child takes part on the maximum number of days in the week allowed (6 consecutive days) and the performance lasts more than a week. (Medical certificate issued by a medical practitioner pursuant to Regulation 8 of the Children (Performances) Regulations 1968 (the 1968 Regulations) or as required by the Licensing Authority under Regulation 2 of the 1968 Regulations).

4. I understand Oxfordshire Local Authority require documentation to be submitted at least **21 days** before a licence is issued

Inclusion, Access & Engagement, Oxfordshire County Council, The Cricket Road Centre, Cricket Road, Cowley, Oxford, OX4 3DW

Tel: 01865 815134

Fax: 01865 783376

Email: ChildPerformanceLicence@oxfordshire.gov.uk

Email: Susan.Erents@oxfordshire.gov.uk

Website: www.oxfordshire.gov.uk

5. I understand that if a licence is granted to me, it will be granted subject to the restrictions and conditions laid down in the Children (Performances) Regulations 1968 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

Applicant's Full Name: Tel No:
Name of Applicant's Company: Fax No:
Company Address: Email:
 Applicant's Signature
Position in Company: Date:

When fully completed, return this application form (Parts 1, 2 and 3) to:

Inclusion, Access & Engagement, Oxfordshire County Council, Macclesfield House, New Road, Oxford, OX1 1NA
Tel: (01865) 815134 Fax: (01865) 783376

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

ANNEX TO PART 1 (To be completed by the applicant)

Particulars connected with the performance or activity in which the child is to take part

1. NAME and NATURE of the PERFORMANCE or activity the licence is required for (see note 1):

Name: Nature:

2. Description of the child's part (please state clearly if child is taking part in a dangerous performance or if child is performing above ground/stage level):

3. Place of the performance or activity in respect of which the licence is requested (see note 2):

4. The dates and times of the performance or activity for which the licence is requested (or attach a schedule) (see note 3):

5. State name of Local Authority in which the performance/filming taking place

(1) Name (title of production) & Nature (theatre, film, TV, commercial, modelling etc) of performance.

(2) This should include all the places at which work on location is scheduled.

(3) A licence specifying the number of days on which a child may perform and the period, not exceeding six months, in which the performance or activity takes 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 use in a film intended for public exhibition.

6. (a) Start and finish times of performance or activity in respect of which the licence is required:

Start time:

Finish time:

(b) Anticipated arrival time:

Anticipated departure time:

7. Approximate duration of the child's appearance in the performance or activity in respect of which the licence is requested:

8. **NIGHTWORK – AT THE DISCRETION OF THE LICENSING LOCAL AUTHORITY** (see note 4)

The amount of night work (if any) for which approval will be sought from this local authority stating:

(a) the appropriate number of days:

(b) the approximate duration on each day:

(c) the reason for nightwork?

9. **EARNINGS**

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

Per performance:

£

Total:

£

10. **REHEARSALS – NOT DURING SCHOOL TIME**

Where a licence is requested for a performance, state the proposed arrangements for rehearsals taking place during the days preceding the first performance:

Dates of rehearsals:

Location:

Approximate duration:

11. **SCHOOL ABSENCE – TUTORING APPLIES**

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 (and in rehearsals if school absence is required):

(a) Dates of half day(s):

(b) Dates of full day(s):

(c) Dates of rehearsals:

(4) Night Work in Broadcasts or Recorded Performances

The Local Authority may grant a licence for a child to work after permitted hours if they are satisfied that outside scenes, near studios or on location, are essential and that the child's appearance is necessary.

Work After Midnight

If work starts after midnight or cannot be completed before midnight, the Local Authority may grant a licence only:

- if they are satisfied it is impractical to complete work before then;
- work may be done in a studio if the weather does not permit outside work.

It is important for the licence holders and chaperones to understand that:

- hours after midnight count as part of performing time allowed on the previous day, before the child again starts work
- if the child works on two consecutive nights they may not do any more night work for at least another week

12. **TUTOR DETAILS – MINIMUM 3 HOURS PER DAY ALL SCHOOL DAYS**

Proposed arrangements (if any) for the education of the child during the period for which the licence is requested:

(i) The name and address of the school to be attended:

Name of School:

Address:

OR

(ii) (a) Details of proposed private teacher:

Name:

Address:

Qualifications:

(b) The place where the child will be taught:

(c) The proposed course of study:

(d) 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 age and sex of each such child:

(e) Whether the child is to receive the required amount of education **[Regulation 10 (4) (a) or 10 (4) (b)]**

13. Name of the local authority (if any) which has previously approved the appointment of the private teacher for the purposes of a licence:

14. **CHAPERONE DETAILS – LICENCED, PARENT OR LEGAL GUARDIAN (Regulation 12)**

Name:

Telephone:

Address:

Email:

Licence issued by:

Name:

Telephone:

Address:

Email:

Licence issued by:

15. The name of the Local Authority (if any) which has previously approved the appointment of the Chaperone for the purposes of a licence:

16. OTHER CHILDREN UNDER CHAPERONE'S CARE

The number of other children the Chaperone will be in charge of during the performance:

Age and sex of each child:

17. LODGINGS – (Regulation 13)

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 otherwise live:

Address:

Name of householder:

Number of children who will live in the same lodgings:

18. TRAVEL – (Regulation 15)

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:

(c) and the arrangements (if any) for transport:

19. OTHER LOCAL AUTHORITY CHILDREN

Name of any other licencing 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 Oxfordshire Local Authority children in the production:

PART 2 (To be completed by the parent*)

**includes a guardian or other person who has for the time being the charge or control over the child*

1. Child's Full Name: 2. Date of Birth:

3. Child's Address:

4. Name and address of school attended by the child

Head Teacher

School Name:

Address:

Or if he/she has not attended school, please give details of his/her private teacher

Name:

Address: From:..... To:.....

5. Particulars of each licence granted during the 12 months preceding the date of this application by any local authority other than the licencing authority to whom this application is made:

Name of local authority: licence was granted:

Name of local authority: licence was granted:

6. Particulars of each application for a licence made during the 12 months preceding the date of this application **and refusal** by any local authority other than the licencing authority to whom this application is made, stating in each case:

Name of local authority: Date of the application:

The reasons (if known) for the refusal to grant a licence:

Name of local authority: Date of the application:

The reasons (if known) for the refusal to grant a licence:

7. Particulars of each performance **for which a licence was not required** in which the child took part during the 12 months preceding the date of this application, stating:

Date of performance: Location:

Nature of performance: Name of person responsible for the production:

Date of performance: Location:

Nature of performance: Name of person responsible for the production:

8. 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/her participation in a performance or activity:

9. Details of any form of employment in which the child is employed during the 28 days preceding the days of the first performance or first activity for which the licence is requested:

(a) Nature of employment:

(b) Name and address of employer:

(c) Telephone number of employer:

(d) Days on which the child is employed:

(e) Times during which the child is employed:

10. Particulars relating to the sums earned by the child during the 12 months preceding the date of this application stating:

(a) Whether the sums earned were in respect of performances for which a licence was granted, performances for which a licence was not required or other forms of employment:

(b) The amount of sums earned: (c) the date on which payment was received:

(d) The name, address and description of the person from whom the payment was received:

Name:

Address:

Description:

Declaration – 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 (Performances) Regulations 1968 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

I confirm that my child is fit to undertake the performance as 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.

Full Name:
(parent/guardian)

Address:

Daytime Tel No:

Relationship to child:

Signature:

Date:

Note: 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 level 3 on the standard scale, (currently £1,000) or imprisonment for a term not exceeding three months or both (Section 40 of the Children and Young Persons Act 1963)

PART 3 (To be completed by the Head Teacher if school absence is required and accompanied by a letter on school headed note paper)

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: