

**THE CHILDREN AND YOUNG PERSONS ACT 1963, Section 37
SCHEDULE 1, THE CHILDREN (PERFORMANCE) REGULATIONS 1968**

APPLICATION FOR A LICENCE

Note: It is important that the original, signed form, duly completed and with all relevant documents reaches the authority **at least twenty one days** before the first performance for which the licence will be required. Failure to follow this procedure and lack of proper documentation, may lead the authority to refuse the granting of a licence. Please ensure that parents are made aware of this.

APPLICATION TO THE

Royal Borough of Kensington and Chelsea

COUNCIL

PART ONE

[TO BE COMPLETED BY THE APPLICANT]

The applicant is the person responsible for the production in which the child will take part. The applicant cannot be the child's parent or agent.

I hereby apply for a licence under Section 37 of The Children and Young Persons Act 1963 for:

(name of child)

- (1) to take part in a performance
- (2) otherwise to take part in a sport, or
- (3) otherwise to work as a model

either on the dates specified in item 4(i) of the Annexe to this Part, or on the number of days and during the period specified in item 4(ii) of the Annexe to this part.¹

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

I attach the following:

(please tick)

a]	copy of the birth certificate of the child, or other satisfactory evidence of the child's true age
b]	two identical passport size photographs (not photocopies) of the child taken during the six months preceding the date of this application
c]	declaration from the child's GP stating that he/she is fit and well for this performance
d]	letter from the child's school stating that they are prepared to release the child if the performance is taking place during term time
e]	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 required.

I understand that if a licence is granted it will be subject to the restrictions and conditions laid down in the Children (Performance) Regulations 1968 and to any such other conditions that the Local Authority or Licensing Authority may impose under said Regulations.

Signed by the applicant:

Date:

Full Name (please print):

Office Tel:

Address:

Mobile:

Occupation:

E-mail:

NOTE: ANY PERSON WHO FAILS TO OBSERVE ANY CONDITION SUBJECT TO WHICH THIS LICENCE IS GRANTED OR KNOWINGLY OR RECKLESSLY MAKES ANY FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION IS LIABLE TO A FINE NOT EXCEEDING £1,000 AND/OR IMPRISONMENT FOR A TERM NOT EXCEEDING THREE MONTHS (SECTION 40, CHILDREN AND YOUNG PERSONS ACT 1963)

1. A licence specifying the number of days on which a child may perform and the period, not exceeding six months, in which the performances may take place may be granted only to the BBC, or the IBA, or 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 IBA 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.

ANNEXE TO PART ONE

PARTICULARS OF THE PERFORMANCE OR ACTIVITIES IN WHICH THE ABOVE NAMED CHILD IS TO TAKE PART

Full name and nature of the performance or activities for which this licence is requested.	
Give a brief description of the part that the child will play and describe exactly what the child will be required to do. Has a risk assessment been completed? YES/NO	
Place(s) of the performance(s) or activities in respect of which the licence is requested.	
(i) The dates of the performances or activities for which the licence is requested OR (ii) The number of days and the period during which it is requested that the child may take part in the performance or activities.	
Times and duration of the performance or activities.	
What are the approximate times and duration of the child's appearance in said performance or activities?	
The amount of night work for which approval is being sought from the Local Authority, under Regulation 30 of the Children (Performances) Regulations 1968. Please state: (i) the number of days (ii) the hours on each day	
The Sums to be paid to the child for taking part in said performance or activities.	
Proposed arrangements for Rehearsals taking place during 14 days preceding the first date of the said performance or activities. State in respect of each rehearsal: (i) the date (ii) the place (iii) the hours/duration	
How many school days, or half days, leave of absence from school is required to enable the aforementioned child to take part in the said performance or activities?	
Please give details of arrangements under Regulation 10 of the Children (Performance) Regulations 1968 for the education of the above child during the period for which this licence is required, stating: (i) The full name and address of the school to be attended, or (ii) (a) The name, address and qualifications of the proposed private tutor; (b) The place where the child will be educated; (c) The proposed course of study; (d) How many other children will be taught by the tutor at the same time as the child named in this application? Please list the age and sex of each such child. (e) Whether the child is to receive education in accordance with Regulation 10(4)(a) or Regulation 10(4)(b).	
The name of the Local Authority which has previously approved the appointment of the private tutor for the purposes of a licence.	

The name and address of the proposed matron (or chaperone).	
The name of the Local Authority (if any) which has previously approved the appointment of the matron (or chaperone) for the purpose of a licence.	
State the number of children to be in the charge of the matron (or chaperone) during the time she or he would be in charge of the child in respect of whom this application is made, and the sex and age of each such child.	
The address(es) of the lodgings where the child will live if a licence is granted by reason of which the child has to live elsewhere than the place he or she would otherwise live, the name of the householder and the number of other children who will be living at the same lodgings.	
Approximately what time will be spent by the child travelling (i) to the place of rehearsal or performance or activities; (ii) from the above place.	
Give details of the arrangements (if any) for transport (i) to the place of performance or rehearsal; (ii) from the above place.	
The name of any other licensing Authority to which an application has been made for any other children to take part in performances or activities to which this application relates.	
Where the application is for a licence for an activity, a statement by the child's parent that the child is medically fit for the performance.	
PART TWO [THIS PART MUST BE COMPLETED BY THE PARENT OR GUARDIAN OF THE CHILD]	
The child's full name	
The child's date of birth	
The child's address	
Name and address of any school attended, with dates, by the child during the 12 months prior to the date of this application, or if the child has not attended school, the name of any private tutor.	
Particulars of any licence granted during the 12 months preceding this application, by any other Authority, stating in each case: [a] the name of the local authority; [b] the date the licence was granted; [c] the dates and nature of the performance.	

<p>Give details of each application for any licence made during the 12 months prior to this application, and refused by any local authority other than the authority to which this application is made, stating in each case:</p> <p>[a] the name of the local authority; [b] the date of the application; [c] the reasons (if known) for the refusal to grant the licence.</p>	
<p>Particulars of each performance for which a licence was not required in which the child took part during the 12 months prior to this application, stating in each case</p> <p>[a] the date; [b] the place; [c] the nature of the performance; [d] the name of the person responsible for the performance.</p>	
<p>Give details of any form of employment in which the child has participated in the 28 day prior to the date of this application, stating:</p> <p>[a] the type of employment; [b] the days on which the child is employed; [c] the times during which the child is employed; [d] the name of the Local Authority which granted the work permit.</p>	
<p>Particulars relating to the sums earned by the child during the twelve months preceding the date of this application, stating</p> <p>[a] whether the sums earned were in respect of a licensed performance, a performance for which a licence was not required, or any other forms of employment; [b] the amount of the sums earned; [c] the date on which any payment was received; [d] the name, address and description of the person from whom any payment was received.</p>	
<p>I support this application for a licence. I certify that to the best of my knowledge the foregoing details are correct. I understand that if a licence is granted by the Local Authority it will be subject to the restrictions and conditions laid down in the Children (Performance) Regulations 1968 and to any other conditions that may be imposed by the Local Authority under the said Regulations.</p> <p>I am aware that 21 days' notice is required when making an application for a performance licence and if this application is made less than 21 days before the date of the first performance, it may be refused, therefore the child will not be authorised to perform.</p>	
<p>*State whether parent, guardian or other person having from time to time charge of or control of the child.</p>	
Signed	
Dated	
Relationship to child*	
Full name (please print)	
Address	
<p>Please email your application and supporting documents to rose.halligan@rbkc.gov.uk or post to Child Employment Officer, ACE Team, 2nd Floor, Kensington Town Hall, London W8 7NX.</p>	