

Thurrock Council – Child performance and activities licence application

The Children and Young Person Acts 1933 and 1963.

The Children (Performances and Activities) (England) Regulations 2014.

This form should be completed and submitted to Thurrock Council not less than 21 days before the first performance or activity for which the licence is requested, otherwise we may refuse to grant a licence.

Part 1: information to be provided by the applicant about the performance or activities

Title	
Name	
Job title	
Company	
Address	
Phone number	
Email address	

It is best practice for organisations that involve children in performances, paid modelling or paid sport, to have or develop a child protection policy. Organisations should regularly review and update this policy, and ensure all staff and volunteers are familiar with it.

1a) Does your organisation have a child protection or safeguarding policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1b) If 'Yes', when was this last updated?		
1c) Provide a web link or attach a copy		
2) Name and nature – for example, theatrical, musical, dancing, filming, sport, modelling – of performances or activities for which the licence is requested.		
3) Full description of what the child will be required to do. Include information about the environment they will be asked to do it in, and any other relevant information that may help us assess potential risks – physical, emotional or psychological – to the child. It should not be necessary to provide a script – descriptions of activities and context are more important.		
4) If you have completed a risk assessment, please attach it to this application.		

5) Place of activities, performances and rehearsal for which the licence is requested, including any periods on location.	
6) Dates and times of activities, performances or rehearsals for which the licence is requested. If the dates are not known at this time – for example, because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions – provide the number of days and the period during which it is requested that a child may take part in activities, performances or rehearsals.	
7) The expected total running time or duration of activities or performances – including any rehearsal – in respect of which a licence is requested.	
8) The approximate duration of the child's appearance in the performance or activity.	
9) The amount of night work, if any, for which approval is being sought and please state the –	
9a) approximate number of days For these purposes, any performance taking place after midnight and before the earliest permitted hour counts as an extension to the previous day – for example, if the child performs on Tuesday and then performs after midnight in the early hours of Wednesday, it counts as one day (Tuesday).	
9b) approximate duration on each day	
9c) reason the performance must be night work	
10a) The sums to be earned by the child in taking part in the performance or activity.	
10b) The name, address and description of the person – that is, if it's an individual, a company or an organisation, what is their relationship to the child? – to whom, or to which, the sums are to be paid, if not to the child in question.	
11) Where a licence is requested in respect of a performance, state the proposed arrangements for any rehearsals prior to the first performance for which a licence is requested. For each rehearsal state the date, the place, the approximate time and duration.	
12) 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.	

13) Proposed arrangements (if any) for the education of the child during the period for which the licence is requested, stating –	
13a) where the education is to be provided by a school, name and address of the school	
13b) where the education is to be provided other than by a school –	
13b.i) the name, address and qualification of the proposed teacher	
13b.ii) the place where the child will be taught	
13b.iii) the proposed course of study	
13b.iv) the number of other children to be taught at the same time by the same teacher and the sex and age of each child	
13b.v) 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	
14) 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.	
15) The name of the local authority or (in Scotland) the education authority (if any) which has previously approved the appointment of the chaperone.	
16) The number of children to be in the charge of the chaperone during the time when the chaperone will be in charge of the child and the sex and age of each child.	
17) The address of any accommodation where the child will live, if different from the place where the child would ordinarily live, along with the number of other children and details of the chaperone, if any, who will live in the same accommodation.	
18a) Approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day.	
18b) Arrangements, if any, for transport there.	
18c) Arrangements, if any, for transport back.	

19) 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, you must provide this when known so relevant local authorities can take a consistent approach.

Part 2: information to be provided by the applicant in relation to the child

The applicant will usually need to obtain this information from the child's parent or carer. A parent or carer of the child needs to sign the completed form but the form should be submitted by the applicant unless the parent or carer is also responsible for organising the activity or production. See regulation 4 of the Children (Performances and Activities) (England) Regulations 2014.

1) Child's name	
2) Child's home address	
3) Child's date of birth	
4) Name and address of the school the child currently attends, or , if the child is not attending school, the name and address of the child's private teacher	
5) 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, stating the –	
5a) name of the authority	
5b) date the licence was granted	
5c) dates and nature of performances or activities	
6) 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 –	
6a) the name of the local authority or education authority	
6b) the reasons for refusal to grant a licence, if known	
7) Details of any performances for which – by virtue of section 37(3) of the Children and Young Persons Act 1963 – a licence was not required, in which the child took part during the previous 12 months, stating the –	
7a) date of the performance	
7b) number of days of performance	
7c) title of the performance	

7d) name and address of the 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 the application by reason of taking part in a performance or activity	
9) 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 or carer – answer 'Yes' or 'No' to whether your child has any of the following conditions. If 'Yes', please provide details including any treatment or medication.

Condition	Yes or No	Details
Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any skin conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hearing impairment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Visual impairment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any learning disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any physical disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any medical conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Taking any regular medication(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Been to see or had a referral to a hospital consultant in the last 6 months	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Medical declaration signature and details of parent or carer

I confirm I have parental responsibility for this child – as defined within section 3 of the Children Act 1989, 'parental responsibility' means all of the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Signature of parent or carer	
Print name:	
Postal address, if different from child	
Email address	
Phone number	
Date	

Applicant signature

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.

To be signed by person named on page 1.

Signature of applicant	
Date	

I attach:

- (a) a copy of the child's birth certificate – scanned copies are acceptable but do not send original paper copies – or, in the exceptional circumstance where the child's birth certificate cannot be provided (for example, because they don't have one), alternative evidence
- (b) two identical prints (unmounted) of a photograph of the child taken during the last 6 months or an electronic likeness (for example, a jpeg file) – the image should be a full head shot taken in good light and must not be altered or enhanced in any way
- (c) 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

Notes

Electronic versions of this form and electronic documentation are acceptable, including signatures.

You should ensure that the parent or carer and the chaperone are given a copy of the whole completed form, as submitted to the local authority.

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

Submitting this form

Please complete and return this form to our School Attendance Support Team.

**School Attendance Support Team, Thurrock Council,
Civic Offices, New Road, Grays, RM17 6SL.**

Email: sast@thurrock.gov.uk

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.