



**Finance and Corporate Resources  
Administration and Legal Services**

**Application for a Work Permit**

**This work permit only covers work areas and addresses  
which are covered by South Lanarkshire Council**

If you employ someone under 16 years old who is still at school you need to apply for a work permit. It is now the employer's responsibility to apply for a permit on behalf of the young person. This form should be filled in for any child working or intending to work in the South Lanarkshire area – regardless of where they attend school

You can complete this application for a work permit in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to:

Licensing and Registration Section  
Town House  
102 Cadzow Street  
Hamilton  
ML3 6HH

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone: 0303 123 1015 Email: [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

**Important notes:**

In these Byelaws the meanings are as follows:

“The authority” means South Lanarkshire Council.

“Child” means a person who is not for the purposes of the Education (Scotland) Act 1980 over school age.

“Employment” includes assistance in any trade or occupation, which is carried on for profit, whether or not payment is received for that assistance.

“Light work” means all work which, on account of the inherent nature of the tasks which it involves and the particular conditions under which they are performed is not likely to be harmful to the safety, health or development of children and is not likely to be harmful to their attendance at school.

**The Council is under an obligation to manage public funds properly. Accordingly information that you provide may be used to prevent and detect fraud. It is also possible that we may share this information for the same purposes with public bodies, including neighbouring Councils or other organisations which handle public funds.**

For further information please contact the Hamilton Licensing and Registration office on 0303 123 1015.

## Section A - To be filled in by employer

(It is the legal responsibility of the employer to ensure that an application for a work permit is made)

1 Name of applicant

2 Company name and address

3 Place where young person will work if different from above

4 Give details of the duties to be undertaken by the young person

5 (a) Days and hours to be worked

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

(b) Hours worked per day

(c) Will the young person work on school holidays? Yes  No

(d) Total hours per week

6 I certify that the appropriate risk assessment in relation to the employment has been carried out

Full name of employer

Signature

Date

Position in company

## Section B - To be filled in by pupil/parent/guardian

1 Pupil's name

2 Pupil's date of birth

3 Pupil's home address

4 Name and address of school

### Parent/guardian agreement

I give my approval for my child to take a part-time job in accordance with the byelaws on the employment of children (please tick)

Yes  No

If you consider it necessary for your child to undergo a medical examination in respect of work permit application please state reasons below

Signature of parent/guardian

Full name of parent/guardian

Relationship to child

Date

## Section C - School's agreement – to be completed by child's school

Name of pupil

Decision

Are there any medical reasons why the child may not carry out this job? (please tick)

Yes  No

If yes please provide details.

Signed

Position in school

Name of school

Date

**For official use only:-**

Date permit issued

Issued by