



Education Resources

The Children (Performances and Activities)(Scotland) Regulation 2014

Children in Entertainment Application Form for a Performance Licence

You can complete this Performance Licence application form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to Education Resources, South Lanarkshire Council, Council Offices, Almada Street, Hamilton, ML3 0AA.

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: education@southlanarkshire.gov.uk

Note: *It is important that this form, duly completed, should be sent so as to reach us the licensing authority not less than 21 days before the first performance or first occasion for which the licence is request. Please note we may otherwise be unable to grant a licence.*

Part 1 (to be completed by the applicant)

- 1 I hereby apply for a licence under Section 37 of the Children and Young Persons Act 1963 authorising the child (insert name of child):
- * (1) to take part in a performance on the number of days and during the period specified in item 4(i) of the Annexe to this Part.
 - * (2) to take part in a sport either on the number of days and during the period specified in item 4(i) of the Annexe to this Part or on the dates specified in item 4(ii) of the Annexe to this Part.
 - * (3) to work as a model either on the number of days and during the period specified in item 4(i) of the Annexe to this Part or on the dates specified in item 4(ii) of the Annexe to this Part.
- (*delete as appropriate)
- 2 I certify that, to the best of my knowledge, the particulars contained in the Annexe 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. a completed risk assessment detailing any potential risks arising from the child's participation in the performance or activity and information on the steps which will be taken to mitigate those risks;
 - c. a 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 requested;
 - d. two identical prints (unmounted) of a photograph of the child taken during the 6 months preceding the date of this application. (preferred option of the authority)

4. 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 and Activities)(Scotland) Regulations 2014 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

Date:	Signed:
<input type="text"/>	<input type="text"/>

Print name: *(Applicant)*

Title:	Name:
<input type="text"/>	<input type="text"/>

Job title:	Company:
<input type="text"/>	<input type="text"/>

Address:

Phone:	Mobile:
<input type="text"/>	<input type="text"/>

Email:

(If the application relates to a performance or activity for which the child will require to be absent from school please sign below to indicate that permission has been granted by the parent/carer and the school informed.

Date:	Signed: <i>(Child's Head Teacher)</i>
<input type="text"/>	<input type="text"/>

Full name:	Address:
<input type="text"/>	<input type="text"/>

If the application relates to a performance or activity where the child will not require to be absent from school the application must be signed by a Head of Service from Education Services;

Date:	Signed: <i>(Head of Service)</i>
<input type="text"/>	<input type="text"/>

Full name:

The risk assessment provided by the Production Company has been noted.

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 or imprisonment for a term not exceeding three months or both (Section 40 of the Children and Young Persons Act 1963)



Annexe to Part 1

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

1. **Name and nature (see part 1. note 1) of the performance(s) or activities in respect of which the licence is requested.**

2. **Description of the child's part.**

3. **Place of the performances or activities in respect of which the licence is requested (see Note 2).**

4. (i) **The number of days, and the period during which it is requested that the child may take part in performances or activities or**

- (ii) **The dates of activities for which the licence is requested;**

5. **Time and duration of performances or activities in respect of which the licence is requested.**

6. **Approximate duration of the child's appearances in the performances or activities in respect of which the licence is requested.**

7. The amount of night-work (if any) for which approval will be sought from the local authority under Regulation 28 of the Children (Performances and Activities) (Scotland) Regulations 2014 stating

(i) The approximate number of days

(ii) the approximate duration on each day

8. The sums to be earned by the child in taking part in the performances or activities in respect of which the licence is requested.

9. The days or half-days on which leave of absence from school is requested to enable the child to take part in performances or activities for which the licence is requested, or in rehearsals.

10. Proposed arrangements ((if any) under Regulation 12 of the Children (Performances and Activities)(Scotland) Regulations 2014 for the education of the child during the period for which the licence is requested, stating:

(i) the name and address of the school to be attended, or

(ii) (if the child requires to be absent from school for more than 5 days during the period to which the licence relates)

a. the name, address and qualifications of the proposed private teacher

b. Has this person been PVG checked

Yes No

c. the place where the child will be taught

d. the proposed course of study

e. the number of other children to be taught by the private teacher at the same time as the child in respect of whom this application is made and the gender and age of each such child

f. Whether the child is to receive the required amount of education in accordance with Regulation 12(4)(e) or Regulation 12(5).

- 11. The name of the local authority (if any) which has previously approved the appointment of the private teacher for the purposes of a licence.**

- 12. The name, address, contact telephone number and designation of the proposed chaperone.**

- 13. The name of the local authority (if any) which has previously approved the appointment of the proposed chaperone for the purposes of a licence**

- 14. Details of whether or not the proposed chaperone is listed on any administrative chaperone register held by a licensing authority-**

(a) if yes, which licensing authority; or

(b) if no, confirmation from the proposed chaperone of whether they would like to be so listed in consequence of the application and also evidence of the proposed chaperone's suitability to fulfil the chaperoning role.

- 15. The number of other children to be in the charge of the proposed chaperone during the time when the proposed chaperone would be in care and control of the child in respect of whom this application is made, and the gender and age of each such child**

16. The address of the accommodation where the child will live if a licence is granted by reason of which the child has to live somewhere other than at the place where the child would usually live, the name of the householder and the number of other children who will live in the same accommodation.

17. (i) 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.

- (ii) and arrangements (if any) for transport:

18. Name of any other licensing authority to which an application has been made for another child to take part in a performance or activity to which this application relates.

19. 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 proposed activity

This section is required to be completed by the parent/carer of the child

Child's name:

Parent/carer's name:

- ❖ I confirm that my child is medically fit for the proposed activity. Yes No

If the child has any known health conditions as detailed below, please provide further information:

Medical declaration

This section is to be completed by the child's parent/carer or, if aged 12 and over, the child

Does your child have:
(answer yes or no)

**If yes please provide details including any
treatment or medication: in the box bellow this list**

Asthma

Yes No

Any allergies

Yes No

Any skin conditions

Yes No

Hearing impairment

Yes No

Visual impairment

Yes No

Any learning disability

Yes No

Any physical disability

Yes No

Any medical conditions?

Yes No

**Is the young person taking any regular
medication(s)?** Yes No

If yes, please provide details:

Has the child been to see, or had a referral to, a hospital consultant in the last 6 months?

Yes No

I confirm that I have parental responsibility for this child.

Signature of parent/carer:

Print name:

Postal address: (if different from child)

Parents email address:

Parent's phone number:

Date:

a. Any known health conditions which could adversely affect the child's ability to participate in the performance activity;

and/or

b. Any known health condition which would be adversely affected as a result of the child's involvement in the performances or activity

Note 1 Nature of the performances, e.g. theatrical, filming, television, etc.

Note 2 This includes the place at which work on location is to be done.



Children in entertainment: Form of application for a licence Part 2 (to be completed by the parent/carer)

(Note: Parent includes a guardian, a person with parental rights or responsibilities or other person who has, for the time being, care or control of the child).

Please give the following particulars:-

1. Full name of child:

2. Date of birth of child:

3. Address of child:

4. Name and address of schools attended by the child during the twelve months preceding the date of this application or, if the child has not attended school, the name and address of the child's private teacher.

5. Particulars of each licence granted during the twelve months preceding the date of this application by any local authority other than the licensing authority to which this application is made, stating in each case

(i) the name of the local authority

(ii) the date on which the licence was granted, and

(iii) the dates and nature of the performances or activities

6. Particulars of each application for a licence made during the twelve months preceding the date of this application and refused by any local authority other than the licensing authority to which this application is made, stating in each case:

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(i) The name of the local authority

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(ii) The date of the application, and

--

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

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

(i) the date

--

(ii) the place

--

(iii) the nature of the performance, and

--

(iv) the name of the person responsible for the production of the performance in which the child took part

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8. Dates (if any) on which the child has been absent from school during the twelve months preceding the date of this application by reason of him/her taking part in a performance/activity.

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9. Particulars of any employment of the child during the 28 days preceding the day of the first performance or activity for which the licence is requested, stating:

(i) The nature of the employment

(ii) The days on which the child is employed, and

(iii) The times during which the child is employed

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

(i) whether the sums earned were in respect of performances or activities for which a licence was granted or performances or activities for which a licence was not required or other forms of employment

(ii) the amount of the sums earned

(iii) the date on which payment was received, and

(iii) the name, address and description of the person whom the payment was received

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 restrictions and conditions laid down in the Children (Performances and Activities) (Scotland) Regulations 2014 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

Date:

Signed: *(Parent)*

Full name:

Address

*Relationship to child:

Phone:

(optional counter-signature – if appropriate taking account of the child’s age and maturity)

Date:

Signed: (*Child*)

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Full name:

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Address (if different from above)

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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).

***State whether parent, guardian, person with parental rights or parental responsibilities or other person having for the time being, care or control of the child)**



Children in entertainment licence checklist

Before posting applications, ensure the following are enclosed:

- Birth certificate
- 2 Passport sized photographs of child (preferred option of the authority)
- Authorisation from head teacher of school
- Copy of risk assessments
- Copy of contract

Please return completed form to:

South Lanarkshire Council, Education Resources, Operations Service,
Council Offices, Almada Street, Hamilton ML3 0AE

Phone: 01698 454452

Email: education@southlanarkshire.gov.uk

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