



**APPLICATION FOR CHILD  
PERFORMANCE LICENCE**  
CHILDREN AND YOUNG PERSONS ACT 1963 S 37  
The Children (Performances) Regulations 1968

The **Producer** of the event is responsible for ensuring that this application form is completed properly and submitted to the Local Authority **not less than 21 days** before the commencement of the first performance or activity for which the licence is requested otherwise the licencing authority may 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 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)

To take part in a performance ☐ To take part as a model ☐ To take part in paid sport ☐  
(Tick whichever applicable)

2. I attach the following:-

- (a) ☐ a birth certificate for the child (or other satisfactory evidence of the child's age);
- (b) ☐ One passport size photographs of the child taken during the six months preceding the date of the application
- (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 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);

**Medicals are required for filming /television work or when open licences are being requested. 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 that a week.** (Medical certificate to be issued by a medical practitioner pursuant to Regulation 8 of the Children (Performances) Regulations 1968

3. 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 Licensing Authority may impose under the said regulations.

Applicant's Full Name

Tel No:

Company name and address

Email:

Position in  
company:

Applicant's Signature:

Date:

4. Name of Performance or activity the licence is required for e.g. theatre, film, modeling etc

Nature of activity:

5. 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):

6. Place of the performance or activity in respect of which the licence is requested including work on location.

7. The dates and times of the performance or activity for which the licence is requested ( or attach a schedule)

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 may take 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.

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

9. Start and finish times of performance or activity in respect of which the licence is required:

Start time:

Finish time

Anticipated arrival time:

Anticipated departure time:

10. Approximate duration of the child's appearances in the performance activity in respect of which the licence is requested:

**11. NIGHT WORK – AT THE DISCRETION OF THE LICENCING AUTHORITY**

**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, is 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

**It is important for the Licence Holder 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 a least another week
- Work may be done in a studio if the weather does not permit outside work.

The amount of night work( if any) for which the 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 night work:

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

Total

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

Dates of rehearsals:

Location:

Approximate duration:

**14. The days or half days on which leave or absence from school is requested to enable the child to take part in the performance, activity or rehearsals.**

(a) Dates of half day(s)

(b) Dates of full day(s)

**15. EDUCATION DETAILS:** (minimum 3 hours per day on school days)

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

Name of the  
school to be  
attended:

Address:

OR

Name of the  
tutor:

Address:

Qualifications of tutor

Teaching Registration Number/DfE number

The place where the child will be taught

The proposed course of study

The number of other children to be taught by the tutor at the same time as this child

Which hours/times will the child receive the required amount of education (**Regulation 10 (4) (a) or 10 (4) (b)**)

Name of the local authority (if any) which has approved the appointment of the Tutor for the purposes of the licence:

**16. CHAPERONE DETAILS – LICENCED OR PARENT/LEGAL GUARDIAN (REGULATIONS 12)**

NAME OF CHAPERONE	E MAIL ADDRESS	TELEPHONE NUMBER	LICENSING AUTHORITY	RELATIONSHIP TO CHILD

**If Tutor acting as Chaperone**

Teacher Registration No/DfE No:

CRB Disclosure Certificate No:

16. The number of other children the chaperone for this child will be in charge of during the performance

Age and sex of each child:

17. The address of the lodgings (**Regulation 13**) where the child will live if a licence is granted by reason of which they have to live elsewhere than at the place where she/he would otherwise live:

Address:

Name of householder

Number of children who live in the same lodgings:

18. Approximate length of time which the child will spend travelling (**Regulation 15**):

(a) To the place of performance, rehearsal or activity:

(b) From the place of performance, rehearsal or activity:

(c) The arrangements for transport:

19. 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 City of York  
children in the production:

## PART 2 (To be completed by the Parent/Guardian)

### 20. DETAILS OF CHILD

Full Name:	
Date of Birth:	
Age:	
Address:	
Post code:	
E mail address:	
Telephone Number:	

### 21. Name and address of school attended by the child in the 12 months preceding the date of this application

Head Teacher:

School Name:

Address:

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

Name:

Address:

From: To:



22. 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

Date licence was granted:

Date of performance:

Name of the performance:

23. 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 licensing authority to whom this application is made, stating in each case: (If applicable please continue on a separate sheet)

Name of Local  
authority:

Date of application:

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

24. Particulars of each performance for which a licence was not required in which the child took part during the months preceding the date of this application, stating: (if applicable please continue on a separate sheet)

Date of performance:

Location:

Nature of performance:

Name of person responsible for the  
production:

25. 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:

26. 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:

27. 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:

### Parent/Guardian Declaration

- I consent to any filming, photography or recording of any performance or part performances to which this licence relates, which have been authorized by the licence holder;
- I support this application for a licence
- I certify that to the best of 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 licencing 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.

Title (Mr., Mrs., Miss etc)

Full Name  
(Parent/Guardian)

Address:

Daytime Tel No:

d:

Relationship to child:

Email: ( Block Letters)

Signature

Date of signing

**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 Headteacher)**  
**(If the child requires time off school)**

I support the application for a licence      **Yes / No**

If No, please provide details

Signed ..... Date .....  
Headteacher