# **Standard Child Performance and Activities Licence Application Form (England)**

Please read the [Norfolk County Council (NCC) – Performance licencing overview](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly) prior to making an application. Please give due regard to the following legislation.

* [The Children and Young Person Acts 1933](https://www.legislation.gov.uk/ukpga/Geo5/23-24/12) and [1963](https://www.legislation.gov.uk/ukpga/1963/37)
* [The Children (Performances and Activities) (England) Regulations 2014](https://www.legislation.gov.uk/uksi/2014/3309/contents/made)

If you plan to submit **20 or more** performance licence applications for an event, **please contact us** via email [cs.childperformance@norfolk.gov.uk](mailto:cs.childperformance@norfolk.gov.uk) as we may be able to advise on how to make these submissions easier.

**Applicant / Responsible Person:** The person who is either 1) responsible for organising the sporting event, 2) who engages the child as a model, or 3) is responsible for the production is referred to in legislation as “the responsible person”. The responsible person is the licence holder and is legally accountable for ensuring its conditions are met. A third party who is not responsible or accountable for the arrangements of a performance or activity and cannot take operational decisions during the course of that performance or activity for the purpose of protecting the child and ensuring their wellbeing, cannot sign this application or be the holder of the licence. **The responsible person must submit the following:**

* This application form (Parts 1 and 2) - to be **fully completed and signed digitally** (you can type to sign)
* This form should be completed and submitted to the licensing authority not less than **21 days** before the first performance or activity for which the licence is requested, since the licensing authority may otherwise refuse to grant a licence. If there are only **10 days or fewer** until your performance or activity, **please contact us** via email [cs.childperformance@norfolk.gov.uk](mailto:cs.childperformance@norfolk.gov.uk) to arrange a discussion as this may not be possible.
* The production companies’ child safeguarding policy – we would expect that **this should signpost people to named safeguarding leads to contact in the event that someone has a concern about a child or the suitability of an adult to work with children**.
* A digital copy of the child's birth certificate or if that cannot be provided a copy of their passport.
* A recent (within 6 months) digital colour photograph of the child for their performance licence. The image must not be altered or enhanced in anyway. It should be a full head shot taken in good light.
* A digital copy of the risk assessment relating to the child’s role (if applicable)
* A digital copy of the (draft) contract or other agreement relating to the child’s appearance in the performance (if applicable)
* A Headteacher’s declaration if the child will need to miss school (please use the template of [our webpage](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly))

**Please comply with the directions laid out above, as failure to do so may result in a rejected application.**

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

**Applicant details** (this will be the Responsible Person as explained on page 1)

**Title:**

**Forename:**

**Surname:**

**Job Title:**

**Company / Organisation:**

**Address:**

**Telephone Number(s):**

**Email address:**

#### **Performance and Safeguarding details**

**Note:** It is best practice that organisations that involve children in performances, paid modelling or paid sport have or develop child safeguarding and child protection policies, regularly review and update them, and ensure that all staff and volunteers are familiar with them. NSPCC offer lots of support regarding [Safeguarding in the performing arts](https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts) and writing safeguarding and child protection policies. We can also recommend annual registration to the [Norfolk Safeguarding Children Partnership - Safer Programme](https://norfolklscb.org/people-working-with-children/safer-programme/#:~:text=The%20Safer%20Programme%20provides%20advice,the%20statutory%20and%20private%20sector.). They can help with child safeguarding and child protection policy development, safeguarding training, and other resources tailored for a Norfolk audience.

**1. Does your organisation have a child safeguarding policy?**

YES /  NO

**2. When was the above policy last updated?**

**3. please insert a link to your policy below or attach a copy with this application.**

Please note we would expect that your **safeguarding policy should signpost people to named safeguarding leads to contact in the event that they have a concern about a child or the suitability of an adult to work with children**.

**4. Confirm the Title / Name of the performance / activity. Also record the type of performances or activities in respect of which the licence is requested e.g. theatrical, musical, dancing, filming, sport, modelling:**

**5. Please provide as full a description as you can about what the child will actually be required to do. Include information about the environment they will be asked to do it in, and any other contextual information that may help us in assessing the potential risks, physical, emotional or psychological, to the child (It should not be necessary to provide a script – the description of the activity and context is more important)**

**6.** **Do you have a risk assessment?** (Consult the [Health and Safety Executive](https://www.hse.gov.uk/entertainment/index.htm) for further information about risk assessments)

YES /  NO

**If you answered YES please send a copy of your risk assessment(s) along with this application**

**7. Record the place of activities, performances and rehearsal for which the licence is requested, including any periods on location:**

**8. Record the dates and times of activities, performances or rehearsals for which the licence is requested:**

If the dates are not known at this time[[1]](#footnote-1), please provide the number of days and the period during which it is requested that a child may take part in activities, performances or rehearsals.

**9. The expected total running time or duration of activities or performances (including any rehearsal) in respect of which a licence is requested:**

**10. The approximate duration of the child’s appearance in the performance or activity:**

**11. Are you seeking approval for night work?**

YES /  NO

If you answered **NO** go to question 12. If you answered **YES** to the above question, please state;

1. **the approximate number of days[[2]](#footnote-2)**

1. **the approximate duration on each day:**

1. **the reason that the performance must take the form of night work[[3]](#footnote-3)**

**12. The sums to be earned by the child in taking part in the performance or activity:**

**13. The name, address and description[[4]](#footnote-4) of the person to whom or to which the above sums are to be paid (if not to the child in question):**

**14. Where a licence is requested in respect of a performance, the proposed arrangements for any rehearsals prior to the first performance for which a licence is requested. For each rehearsal please state the date, the place, and the approximate time and duration:**

**15. The name and licence number of the proposed chaperone(s), or the name and address of the parent or school teacher (must be a school teacher who would ordinarily provide the child’s education) who will have care of the child:**

(Please note the chaperone(s) shall accompany the child at all times, and not perform any other duties whilst chaperoning the child)

**16. The name of the local authority or (in Scotland) the education authority (if any) which has previously approved the appointment of the chaperone:**

**17. 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:**

**18. 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, to be provided when known):**

**Note:** This will help the relevant local authorities to take a consistent approach.

(Part 2 to be completed from next page)

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

**Note:** the applicant will usually need to obtain this information from the child’s parent, and a parent of the child needs to sign the completed form, but the form should be submitted by the applicant (unless the parent is also responsible for organising the activity or production). See regulation 4 of the [Children (Performances and Activities) (England) Regulations 2014](https://www.legislation.gov.uk/uksi/2014/3309/contents/made).

#### **Child’s personal details**

**Forename:**

**Surname:**

**Date of Birth:**

**Home Address & Postcode:**

(Use [Find your local council](https://www.gov.uk/find-local-council) to check child is in our jurisdiction)

#### **Child’s travel arrangements**

**1. Please provide the following travel details;**

1. **Approximate length of time which the child will spend travelling to and from the place of performance, rehearsal, or activity each day:**

1. **Arrangements (if any) for transport there and return transport:**

1. **The address of any accommodation where the child will live, if different from the place where the child would ordinarily live, the number of other children and details of the chaperone (if any) who will live in the same accommodation, the dates they will be staying at the accommodation:**

#### **Child’s Education**

**2. Does the child currently attend a school (School holidays still count)?**

YES /  NO

If you answered **YES** to question 2, **please state the name and address of the school the child currently attends**:

If you answered **NO** to question 2, **please state the name and address of the child’s private teacher**:

**3. 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:**

You will need to include a copy of the **Headteacher’s declaration** confirming that they agree to any such absence (please use the template of [our webpage](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment#:~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly))

**4. Proposed arrangements (if any) for the education of the child during the period for which the licence is requested stating –**

1. **Where the education is to be provided by a school, name and address of the school:**

1. **Where the education is to be provided other than by a school:**
2. **Name, address and qualification of the proposed teacher;**

1. **The place where the child will be taught;**

1. **The proposed course of study;**

1. **The number of other children to be taught at the same time by the same teacher and the sex and age of each child;**

1. **Detail how 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**](https://www.legislation.gov.uk/uksi/2014/3309/contents/made)

#### **Child’s performance history**

**5. Provide 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[[5]](#footnote-5), stating -**

1. **The name of the authority:**

1. **The date the licence was granted:**

1. **The dates and nature of performances or activities:**

**6. Provide 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 -**

1. **The name of the authority:**

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

**7. Provide details of any performances for which a licence was not required[[6]](#footnote-6) in which the child took part during the previous 12 months, stating –**

1. **The date of the performance:**

1. **The number of days of performance:**

1. **The title of the performance:**

1. **The 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 twelve 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:**

#### **Child’s medical declaration**

Does the child have any of the following medical conditions, please answer **YES** or **NO** as appropriate **and provide details** including any treatment or medication:

**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 other medical conditions:**

YES /  NO

**Is the child taking any regular medication(s):**

YES /  NO

**Has the child been seen or had a referral to a hospital consultant in the last six**

**months:**

YES /  NO

## **Parent / Guardian details and declaration:**

**Parent Forename:**

**Parent Surname:**

**Home Address:**

**Telephone number(s):**

**Email address:**

I confirm that I have parental responsibility[[7]](#footnote-7) for this child. I declare that, to the best of my knowledge, the information in this application is true and correct. I consent to the child’s participation in this performance / activity.

**Parent Signature** (type name for signature):

**Date:**

**Applicant declaration:** *(to be signed by person on page two)*

I attach **all** of the required information detailed on page one of this application.

I will ensure that the person with parental responsibility and the chaperone are given a copy of this whole completed application form, which I will also submit to the local authority.

I certify that to the best of my knowledge the details in this application are true and correct. I hereby apply for a licence under [section 37 of the Children and Young Persons Act 1963](https://www.legislation.gov.uk/ukpga/1963/37/section/37).

I understand that 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 £1000 (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](https://www.legislation.gov.uk/ukpga/1963/37/section/40)).

**Applicant Signature** (type name for signature):

**Date:**

**Please email fully completed form with supporting information to** [**cs.childperformance@norfolk.gov.uk**](mailto:cs.childperformance@norfolk.gov.uk)

Privacy statements and Data Usage

Please note a copy of the performance licence may be shared with the child’s school if required, and / or other local authorities.

Norfolk County Council is committed to protecting the privacy and security of your personal information and that of your child/children. You can read more about how we treat your information on our [privacy notices webpage](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices).

1. This might be because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions. See paragraph 1.7.2 of [the advice issued by the Department for Education](https://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation). [↑](#footnote-ref-1)
2. For these purposes any performance taking place after midnight and before the earliest permitted hour counts as an extension to the previous day. E.g. if the child performs on Tuesday and then performs after midnight, in the early hours of Wednesday, that counts as one day (Tuesday). [↑](#footnote-ref-2)
3. The local authority may want assurance that there is a good reason why the child is asked to take part in a performance or activity at night. [↑](#footnote-ref-3)
4. i.e. if it is an individual what is their relationship to the child, or is it a company or organisation and if so, what is their relationship to the child? [↑](#footnote-ref-4)
5. This will only be relevant if the child has moved between authorities in the last 12 months. [↑](#footnote-ref-5)
6. By virtue of [section 37(3) of the Children and Young Persons Act 1963](https://www.legislation.gov.uk/ukpga/1963/37/section/37) [↑](#footnote-ref-6)
7. As defined within [section 3 of the Children Act 1989](https://www.legislation.gov.uk/ukpga/1989/41/section/3), ‘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. [↑](#footnote-ref-7)