Child Employment & Entertainment Team

Children’s Services

County Hall

Martineau Lane

Norwich

NR1 2DH

**Email:** cs.childperformance@norfolk.gov.uk

# **Notification of intent to apply four-day rule exemption**

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 – this will help you to ascertain if a performance licence is required.

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)

The person who is responsible for organising the production / activity is referred to in legislation as “the responsible person”. The responsible person must note the following:

It is a legal requirement to apply for a licence when one is required and any person who causes or procures any child to do anything in contravention of the licensing requirement commits an offence and may be subject to a fine, imprisonment or both**. If a responsible person is relying on the four-day rule as a basis for not applying for a licence, they should have reasonable grounds for believing the child has not performed on more than three days in the previous six months.**

**If you are thinking of applying the four-day rule, you should assess each child individually on a case-by-case basis, as you will need separate assurances for each child.**

## **Section 1: Assessing four-day rule exemption eligibility**

1. **Including the performance for which the licence exemption is being considered, is the total number of ANY performances in the last six months which the child(ren) has performed, or is proposed to perform for this licence exemption consideration, greater than four?**

[ ]  **NO**: Obtain written confirmation from the child(ren)’s parent / guardian that their child has not performed on more than 3 days in the last 6 months.

[ ]  **YES**: The four-day rule is not applicable, consider a performance licence application or Body of Persons Approval (BOPA) exemption.

1. **Is the activity paid sport or modelling?**

[ ]  **NO**

[ ]  **YES**: The four-day rule is not applicable, consider a performance licence application.

1. **Is payment in respect of the child(ren) taking part in the performance made to the child or another person (other than expenses)?**

[ ]  **NO**

[ ]  **YES**: The four-day rule is not applicable, consider a performance licence application.

1. **Does child(ren) require absence from school?**

[ ]  **NO**

[ ]  **YES**: The four-day rule is not applicable, consider a performance licence application.

1. **Does this request relate to child(ren) living in Norfolk?**

[ ]  **NO:** You will need to contact the [appropriate Local Authority](https://www.gov.uk/apply-for-child-performance-licence) in which the child lives.

[ ]  **YES**

## **Section 2: Responsible person (applicant) details**

This is the Responsible Person as explained on page 1.

**Title:**

**Forename:**

**Surname:**

**Job Title:**

**Company / Organisation:**

**Address:**

**Telephone Number(s):**

**Email address:**

## **Section 3: Details of Performance / Activity**

1. **Name of Performance / Activity:**

1. **Record the type of performance(s) or activities e.g. theatrical, musical, dancing, filming, sport, modelling:**

1. **Date(s) and Times of Performance(s):**

1. **Venue name and address:**

1. **There must be sufficient appropriate adults (preferably licenced chaperones and/or Enhanced with Childrens Barred List DBS checked supervising adults) who will look after the children’s welfare and wellbeing at all times during the performances. Please detail your arrangements and ratio of Chaperones and supervising adults to children:**

## **Section 4: Details of Child(ren)**

**1 – Name of Child:**

**1 – Date of Birth:**

**1 – Address (inc postcode):**

**1 – School:**

**1 – No. Days performed in past 6 months – licensed or unlicensed:**

**2 – Name of Child:**

**2 – Date of Birth:**

**2 – Address (inc postcode):**

**2 – School:**

**2 – No. Days performed in past 6 months – licensed or unlicensed:**

**3 – Name of Child:**

**3 – Date of Birth:**

**3 – Address (inc postcode):**

**3 – School:**

**3 – No. Days performed in past 6 months – licensed or unlicensed:**

**4 – Name of Child:**

**4 – Date of Birth:**

**4 – Address (inc postcode):**

**4 – School:**

**4 – No. Days performed in past 6 months – licensed or unlicensed:**

**5 – Name of Child:**

**5 – Date of Birth:**

**5 – Address (inc postcode):**

**5 – School:**

**5 – No. Days performed in past 6 months – licensed or unlicensed:**

**6 – Name of Child:**

**6 – Date of Birth:**

**6 – Address (inc postcode):**

**6 – School:**

**6 – No. Days performed in past 6 months – licensed or unlicensed:**

## **Section 5: Responsible person (applicant) declaration**

I certify that to the best of my knowledge the details in this application are true and correct. I confirm that I will abide by all relevant legislation including;

* [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)

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

**Date:**

**Please email fully completed form to** **cs.childperformance@norfolk.gov.uk**

## **Privacy statements and Data Usage**

Please note this information 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).