



Guidance for completing a Child Performance and Activities Licence Application Form (England)

This guidance is issued to provide help on how to complete a Child Performance and Activities Licence Application Form. By accurately completing the application form Buckinghamshire Council will be able to process and issue the required licence(s) as quickly as possible.

The application form has been produced and approved by the Department for Education and is accepted by all Local Authorities. It must **not** be changed or altered in any way.

Completion of the application form

The applicant

The applicant should complete Part 1 of the application form. It should then be forwarded to the parent, so they have full details of the performance or activity their child is taking part in.

The parent or carer

The parent or carer should then complete Part 2 and sign where indicated. Following completion by the parent or carer, the application is returned to the applicant who will then have full details of the child, including any medical details they should be aware of and are therefore in a position to satisfy the declaration and sign the application form on page 7 where indicated.

How to submit the form

The form should then be submitted as a complete document together with:

- a copy of the child's birth certificate
- one current photograph of the child
- a copy of the contract (if issued)
- a letter/email giving the child permission to be absent from school (term time)

The completed application form and supporting documents should be emailed to childemployment@buckinghamshire.gov.uk. All questions must be answered.

Key questions that need attention

- **Question 3:** A full description of what the child will be doing whilst performing is required so that a decision on whether any particular conditions need to be included on the licence.

- **Question 5:** Full addresses must be supplied, including the name of the venue and location with the postcode. If the place of activities, performances, or rehearsal does not have a postcode, for example a beach or park, supply the postcode of the nearest building or where the unit base will be situated.
- **Question 6, 7 and 8:** Clearly record all dates and times of day that the child will be required to perform/rehearse (anticipated arrival/departure times) stating '*within permitted hours*' is not acceptable. If specific dates are unknown, a start and end date, up to a maximum of six months in the future and the number of days required within the time period can be stated. For example, 15 days of filming between 1 January 2015 and 30 June 2015. The applicant will need to advise this local authority and the location local authority at least 48 hours prior to the child taking part in an activity, performance or rehearsal.
- **Questions 14 and 15:** State the name and address of the chaperone and the name of the local authority with which they are registered.
- **Declarations:** The applicant applying for the licence must sign and date the form on page 7. The parent must sign the medical health declaration.
- Please contact the Child Employment Team by email childemployment@buckinghamshire.gov.uk or telephone 01296 383 512 should you need help in completing the form.