



**CAERPHILLY COUNTY BOROUGH COUNCIL
CHILDREN AND YOUNG PERSONS ACT 1963
THE CHILDREN (PERFORMANCES) REGULATIONS 1968
THE CHILDREN (PERFORMANCES) (MISCELLANEOUS AMENDMENTS) REGULATIONS 1998
CHILD PERFORMANCE (AMENDMENTS) (WALES) REGULATIONS 2007**

FORM OF APPLICATION FOR A LICENCE

(Note—It is important that this form, duly completed, should be sent so as to reach the licensing authority **not less than twenty-one days** before the first performance for which the licence is requested, since the licensing authority may otherwise refuse to grant a licence.)

Application to **Caerphilly County Borough Council**

PART I

(To be completed by the Production Companies)

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 performances on the dates specified in item 4(i) of the Annexe to this Part.
- * (2) to take part in performances on the number of days and during the period specified in item 4(ii) of the Annexe to this Part (a).

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 passport (unmounted) photograph of the child, taken during the six months preceding the date of this application;
- (c) copy of the contract, draft contract or other documents containing particulars of the agreement regulating the child's appearance in the performances for which the licence is requested;
- (d) a declaration under section 38(1) (a) or (b) of the Children and Young Persons Act 1963; *(delete if not applicable)*
- (e) letter from the Doctor stating the child is fit to take part and a completed medical questionnaire;
- (f) letter from the school granting permission for absence
- (g) if using a Chaperone(s), a copy of their Licence or certificate
- (h) copy of your Safeguarding Children/Child Protection Policy

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) Regulations 1968 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

Date.....Signed.....(Applicant)

Full name:.....

Address:.....

Tel No:.....

Occupation:

* Delete if appropriate.

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.

† (Currently £1000 subject to alteration by Order

(a) A licence specifying the number of days on which a child may perform and the period, not exceeding six months, in which the performances may take place may be granted only to the British Broadcasting Corporation, the Independent Broadcasting Authority, a programme contractor within the meaning of section 2(3) of the Broadcasting Act 1981 or a body supplying programmes to such a programme contractor to be broadcast by the Independent Broadcasting Authority or in respect of a child taking part in a performance to be recorded (by whatever means) with a ~ to its use in a film intended for public exhibition.

**ANNEXE TO PART 1
PARTICULARS CONNECTED WITH THE PERFORMANCE IN WHICH THE
CHILD IS TO TAKE PART**

1) Name and nature (a) of the performances in respect of which the licence is requested.	
2) Description of the child's part.	
3) Place of the performance in respect of which the licence is requested (b).	
4) The dates of performances for which the licence is requested, or The number of days, and the period during which, it is requested that the child may take part in performances (c)	
5) Time and duration of performances in respect of which the licence is requested.	
6) Approximate duration of the child's appearances in the performances 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 30 of the Children (Performances) Regulations 1968 stating: <ul style="list-style-type: none"> • approximate number of days, • approximate duration on each day. 	
8) The sums to be earned by the child in taking part in the performances in respect of which the licence is requested.	
9) Proposed arrangements for rehearsals taking place during the fourteen days preceding the first performance for which the licence is requested, stating in respect of each rehearsal: <ul style="list-style-type: none"> • date • place • approximate duration 	
10) The days or half days on which leave of absence from school is requested to enable the child to take part in performances for which the licence is requested or in rehearsals.	
11) Proposed arrangements (if any) under Regulation 10 of the Children (Performances) Regulations 1968 for the education of the child during the period for which the licence is requested stating: <ul style="list-style-type: none"> • name and address of the school to be attended, or the name, address and qualification of the proposed private teacher • place where the child will be taught • proposed course of study • 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 sex and age of each such child • whether the child is to receive the required amount of education in accordance with Regulation 10(4)(a) or Regulation 10(4)(b). 	

(a) Nature of the performances, e.g. theatrical, filming, television, etc.

(b) This includes the places at which work on location is to be done.

(c) A licence specifying the number of days on which a child may perform and the period, not exceeding six months, in which the performances may take place may be granted only to the British Broadcasting Corporation, the Independent Broadcasting Authority, a programme contractor within the meaning of section 2(3) of the Broadcasting Act 1981 or a body supplying programmes to such a programme contractor to be broadcast by the Independent Broadcasting 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.

12. The name of the local authority (if any) which has previously approved the appointment of the private teacher for the purposes of a licence.	
13. The name, address and description of the proposed matron.	
14. The name of the local authority (if any) which has previously approved the appointment of the matron for the purposes of a licence.	
15. The number of other children to be in the charge of the matron during the time when she would be in charge of the child in respect of whom this application is made, and the sex and age of each such child.	
16. The address of the lodgings where the child will live if a licence is granted by reason of which the child has to live elsewhere than at the place where he would otherwise live, the name of the householder and the number of other children who will live in the same lodgings.	
17. Approximate length of time which the child will spend travelling— (a) to the place of performance or rehearsal, (b) from the place of performance or rehearsal, and the arrangements (if any) for transport (a) to the place of performance or rehearsal. (b) from the place of performance or rehearsal.	
18. Name of any other licensing authority to which an application has been made for another child to take part in performances to which this application relates.	
19. Where the application is for a licence for an activity, a statement by the doctor that the child is medically fit for the proposed activity is required.	

PART II
(To be completed by a parent)

(Note—Parent includes a guardian or other person who has for the time being the charge of or control over 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 he has not attended school, the name and address of his 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 whom this application is made, stating in each case: (i) the name of the local authority. (ii) the date on which the licence was granted. (iii) the dates and nature of the performances.	
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 whom this application is made, stating in each case: (i) the name of the local authority, (ii) the date of the application. (iii) the reasons (if known) for the refusal to grant a licence.	
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, (iv) the name of the person responsible for the production of the performance in which the child took part.	
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 his taking part in a performance.	
9. Particulars of any other form of employment in which the child is employed during the twenty-eight days preceding the day of the first performance for which the licence is requested stating: (i) the nature of the employment, (ii) the days on which the child is employed, (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 for which a licence was granted, performances 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, (iv) the name, address and description of the person from 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 the restrictions and conditions laid down in the Children (Performances) Regulations 1968 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

Date.....

Signed..... (Applicant)

Full name:
Address:
Telephone number

Relationship to child:*

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 or other person having for the time being the charge of or control over the child
† (Currently £1000 subject to alteration by Order.)



THE LICENSING OF CHILDRENS PERFORMANCES MEDICAL QUESTIONNAIRE

Full name of Pupil:.....

Date of Birth:.....

Home Address:.....

Home Telephone No:.....

Mobile.....

Name of Family Doctor (see below)

School:

1. Has he/she had any of the following illnesses?	Please answer Yes/No
(a) Asthma	
(b) Epileptic or other fits	
(C) Diabetes	
(d) Any other medical condition or disability which you think should be brought to the attention of the medical staff	
2. Does your child have a visual or hearing impairment?	
3. Does your child receive any tablets or medicines on a regular basis?	

Full Name of Parent Parent/Guardian/Person with Parental Responsibility
.....

Signed:

Date:

Medical Certificates

Medical Certificates are required with applications for children wishing to take part in licensed performances in **ANY** television or film work, regardless of any number of days or half days under the conditions of the licence.

For broadcast performances, such as radio productions, a child can perform on up to and including 6 days in a six-month period without the need for a medical.

For other performances such as theatre work, if the child takes part on the maximum number of days in the week allowed, i.e. 6 days, and the performances are required for more than one week, a medical certificate will be required.

For sporting activities and modelling, 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 must be provided with the original application.

Any costs incurred with obtaining medical certificates are generally accepted as being met by the body responsible for the production.

Further information can be found in the