

**The Children (Performances and Activities) (Scotland) Regulations 2014**

**Application for a Licence to Dumfries & Galloway Council**

*Note – It is important that this form, duly completed, should be sent Education Support Hub*

*Education, Skills and Community Wellbeing, Militia House,*

*109-111 English Street, Dumfries, DG1 2HR*

**Email**: EducationSupportHub@dumgal.gov.uk

**PART 1 (to be completed by applicant)**

**1 Application**

I apply for a licence under section 37 of the children and Young Person Act 1963 authorising

 (insert name of young person)

To take part in a performance

To take part in a sport

To work as a model

Either on the dates specified in item 4(1) of the Annexe to this part or on the number of days and during the period specified in item 4 (11) to the Annexe to this part.

**2 Declaration**

I certify that, to the best of my knowledge, the particulars contained in the

Annexe to this part is correct

 **Please Tick**

**3 I attached the following:**

1. A copy of the birth certificate of the young person or other satisfactory evidence of the young person’s age
2. Two identical prints (unmounted) of a photograph of the young person taken during the six months prior to the date of the application
3. A completed risk assessment detailing any potential risks arising from the young person’s participation in the performance or activity and information on the steps taken to mitigate those
4. A copy of the contract, draft contract or other documents containing particulars of the agreement regulating the young person’s appearance in the performances or regulating the activity for which the licence is requested

**4 Restrictions and Conditions**

I understand that if a licence is granted to me it will be granted subject to the restrictions and conditions laid down the Children (Performances and Activities (Scotland) Regulations 2014 and to such other conditions as the licensing authority may impose under those Regulations.

Signed (applicant) Date

Full Name Occupation

Company (if applicable)

Address Tel No.

***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 or imprisonment for a term not exceeding three months or both (section 40 of the Children and Young Persons Act 1963).***

**5 Headteacher Approval**

If the application relates to a performance or activity for which the young person will require to be absent from school.

Signed (*Headteacher*) Date

Print Name

School Name Tel. No.

**ANNEXE TO PART 1**

 **PARTICULARS** **CONNECTED WITH THE PERFORMANCE OR ACTIVITIES IN WHICH THE CHILD TAKES PART**

**1 Name and nature of the performances or activities in respect of which the licence is requested (e.g. theatrical, filming, television, modelling etc.)**

**2 Description of the young person’s part**

**3 Place of the performances or activities in respect of which the licence is requested. This includes the places at where location work is to be carried out.**

**Venue Checklist – Particulars connected with the place of performance, rehearsal or activity.**

**3.1 Please provide details of arrangements for the suitable provision of meals (if applicable).**

**3.2 Please provide details of arrangements for the young person to dress for the performance, rehearsal or activity (if applicable). *N.B. Arrangements for a child who has attained the age of 5 to dress for a performance, rehearsal or activity are not suitable unless the child can dress only with children of the same gender***

**3.3 Please provide details of arrangements for the young person’s rest and recreation when not taking part in a performance, rehearsal or activity (if applicable).**

**3.4 Please provide details of arrangements for the suitable provision of meals (if applicable).**

**3.5 Please provide details of arrangements to ensure that the young person will be adequately protected against inclement weather (if applicable).**

**10 Proposed arrangements (if any) under Regulation 12 of the Children (Performance and Activities) (Scotland) Regulations 2014 for the education of the child during the period in respect of the licence required stating**

**9 The days or half days where a leave of absence from school is requested to enable the young person to take part in performances or activities in respect of the licence required**

**8 The sums to be earned by the young person taking part in the performances or activities in respect of the licence requested**

 (ii) the approximate duration on each day

1. The approximate number of days

**7 The amount of night work (if any) where approval will be sought from the licensing authority under Regulation 28 of the Children (Performance and Activities (Scotland) Regulations 2014 stating**

**5 Time and duration of performances or activities in respect of which the licence is requested**

**6 Approximate duration of the young person’s appearances in the performances or activities in respect of the licence requested**

**(ii) the dates of the performances or activities for which the licence is requested**

**4 (i) the number of days and during the period for which the licence is requested OR**

1. The name of the school currently attended
2. The name and address of the school to be attended during period the licence relates , if any, or
3. (i) (if the young person requires to be absent from school for more than five days during the period the licence relates) the name, address and qualification of the proposed private teacher, their registered body and registration number

(ii) the place where the child will be taught

(iii) the proposed course of study

(iv) the number of other children to be taught by the private teacher at the same time as the young person in respect of whom this application is made and the gender and age of each child and

(v) whether the young person is to receive the required amount of education in accordance with Regulation 12(4)(e) or Regulation 12(5)

**11 Name of the licensing authority (if any) which has previously approved the appointment of the teacher**

**12 Name, address and contact telephone number of the proposed chaperone**

**13 Is the chaperone the parent/carer of the young person (if no complete 14 – 18)?**

 **Yes No**

**14 Details of relevant qualifications and experience of the proposed chaperone.**

**15 Name of the licensing authority (if any) which has previously approved the appointment of the proposed chaperone for the purpose of a licence,**

**16 Details of whether or not the proposed chaperone is listed on any administrative chaperone register held by a licensing authority**

**17 Number of other young persons to be in the care and control of the proposed chaperone during the time when the proposed chaperone would be in care and control of the young person whom this application is made and the gender and age of each child (N.B. maximum 10 or if chaperone is the teacher the maximum is 3)**

**18 Address of the accommodation where the young person will live if a licence is granted if the young person has to live somewhere other than at the place where the child would usually live, the name of the householder and the number of other children who will live in the same accommodation**

**19 Approximate length of time the young person will spend travelling**

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

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

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

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

**20 Arrangements, if any, for transport**

**21 Name of any other licensing authority to which an application has been made for another young person to take part in a performance or activity to which this application relates**

**22 Where the application is for a licence for an activity, a statement by the young person’s parent or carer that the child is medically fit for the proposed activity**

**23 Details of any known health conditions which could (a) adversely affect the young person’s ability to participate in the performance or activity, and (b) be adversely affected as a result of the young person’s involvement in the performance or activity**

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**Application for a Licence to Dumfries & Galloway Council (Parent/Carer)**

*Note – parent/carer includes a guardian, a person with parental rights or responsibilities or other person who has, for the time being, care or control of the young person.*

**Part 2 (to be completed by parent/carer)**

**1 Young Person’s Information**

 Full Name of Young Person

 Young Person’s Date of Birth

 Young Person’s Address

 Contact Telephone Number of Young Person

**2 School Information**

Name and address of schools attended by young person during the 12 months preceding the date of this application or

Name and address of young person’s private teacher or

Name and address of person providing home education

**3 Previous Licences Granted**

Particulars of each licence granted during the 12 months preceding the date of this application by any local authority other than the local authority to whom this application is made stating in each case:

(c) the dates and nature of the performances or activities

(b) the date on which the licence was granted 

(a) Name of local authority

**4 Previous Licences Refused**

Particulars of each licence granted during the 12 months preceding the date of this application and refused by any local authority other than the local authority to which this application is made stating in each case:

(c) the reasons for the refusal to grant a licence

(b) the date of the application 

(a) name of local authority

**5 Previous Performances**

Particulars of each performance for which a licence was not required in which the young person took part during the 12 months preceding the date of this application stating in each case:

(c) nature of Performance

(a) Date

(b) Place 

 (d) name of the person responsible for the production

**6 Previous Performances**

 Dates (if any) on which the young person has been absent from school during the 12 months preceding the date of this application by reason of taking part in a performance or activity.

Particulars of any employment of the young person during the 28 days preceding the day of the first performance or activity for which the licence is requested stating:

**7 Employment Information**

(c) times during which the young person was employed

(b) days on which the young person was employed

1. Nature of employment

**8 Employment Information**

(e) name, address and description of the person from whom the payment was received

(d) date on which payment was received

(c) amount of sums earned

(b) Or other forms of employment

1. Whether the sums earned were in respect of performances or activities for which a licence was granted or performances or activities for which a licence was not required

Particulars relating to the sums earned by the young person during the 12 months preceding the date of this application stating:

**9 Declaration**

 I support this application for a licence.

I approve the arrangements for accommodating the young person as set out in Part 1 (18) that it meets the needs of the individual young person in question, including, for example, that tit is clean and comfortable and can provide a suitable degree of privacy and that the accommodation enables the young person to have continuous access to his or her chaperone (Regulation 15) *if applicable.*

I certify that to the best of my knowledge the particulars given 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 (Performance and Activities) (Scotland) Regulations 2014 and to such other conditions as the licensing authority may impose under those Regulations.

 *Signed:*

*(Parent/Carer)*

 *Date:*

 *Full Name:*

 *Address:*

*Post Code:*

 *Relationship to Young Person:*

***Counter Signature for Young Person:***

***(if Over 12 Years)***

 *Date:*

 Full Name:

 Address:

Post Code: