The Children and Young Persons Acts 1933 and 1963
The Children (Performances and Activities) (Wales) Regulations 2015
Outline Child Performance and Activity Licence Application Form (Wales) for children [living/taking part in performance or activity] in the boundaries of Denbighshire County Council

Note: 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.

References to "the Regulations" mean The Children (Performances and Activities) (Wales) Regulations 2015.

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

See regulation 4 and Part 1 of Schedule 2 of the Regulations.
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 performance or activity.

A1) Child's name:	
A2) Child's home address:	
A3) Child's date of birth:	

A4) Name and address of the school the child currently attends: OR If the child is not attending school, the name and address of the child's private teacher:	

A5) Details of each licence granted for the child during the 12 months preceding the date of the application by any local authority in Wales or England, or any education authority in Scotland, other than the licensing authority to which this application is made[1], stating - a) The name of the authority;	
b) The date the licence was granted;	
c) The dates and nature of the performances or activities:	

A6) 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 - a) The name of the local authority or education authority;	
b) The reasons (if known) for the refusal to grant a licence:	

A7) Details of any performances for which a licence was not required[2] in which the child took part during the previous 12 months, including productions that were exempt from the requirement to obtain a licence, stating - a) The date of the performance(s);	
b) The number of days of performance;	
c) The title of the performance(s);	
d) The name and address of the person(s) responsible for the production(s):	

[1] This will only be relevant if the child has moved between authorities in the last 12 months.
[2] Section 37(3) of the Children and Young Persons Act 1963: this includes performances organised by schools, where a body of persons approval has been granted, and where the child had performed for fewer than four days in the six months before the relevant performance

A8) 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, including those which were exempted from the requirement to obtain a licence:	

A9) 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:	

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

Please see Part 2 of Schedule 2 to the Regulations.

The **Applicant** is the person responsible for organising the activity or performance, who will be responsible for ensuring that the licence conditions are met.

It is best practice that all organisations which involve children in performances, paid modelling or paid sport have or develop a child protection policy, regularly review and update it, and ensure that all staff and volunteers are familiar with it.

Title:	
Name:	
Job title:	
Organisation:	
Address:	
Tel:	Mobile:
Email:	

B1) Does your organisation have a child protection or safeguarding policy? When was this last updated? Please insert a link or attach a copy.	

B2) Have you completed a risk assessment? If 'Yes', please attach it to this application. If 'No', please explain how you will identify and mitigate risks to the child throughout the period for which this licence is requested.	

B3) Name and nature[3] of the performances or activities in respect of which the licence is requested:	
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[4].	

B4) Place of activities, performances and rehearsal for which the licence is requested, including any periods on location:	

B5) The dates and times of activities, performances or rehearsals for which the licence is requested: If the dates are not known at this time[5], please provide the number of days and the period during which it is requested that the child may take part in activities, performances or rehearsals.	

B6) The expected total running time or duration of activities or performances (including any rehearsal) in respect of which a licence is requested:	

B7) The approximate duration of the child's appearance in the performance or activity:	

[3] For example, theatrical, musical, dancing, filming, sport, modelling.
[4] It should not be necessary to provide a script – the description of the activity and context is more important.
[5] This might be because the filming schedule cannot be fixed in advance, or the activity is dependent on weather conditions.

B8) The amount of night work (if any) for which approval is being sought and please state: a) the approximate number of days[6]:	
b) the approximate duration on each day:	
c) the reason that the performance must take the form of night work:	

B9) a) The sums to be earned by the child in taking part in the performance or activity:	
b) The name, address and description[7] of the person to whom or to which the sums are to be paid (if not to the child in question):	

B10) 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 a) the date;	
b) the place; and	
c) the approximate time and duration:	

[6] For these purposes any performance taking place after midnight and before the earliest permitted hour counts as an extension to the previous day. For example, if the child performs on Tuesday and then performs after midnight, in the early hours of Wednesday, that counts as one day (Tuesday).

[7] If this is an individual, what is their relationship to the child? If it is a company or organisation, what is their relationship to the child?

B11) 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 must attach a letter from the head teacher of the school that the child currently attends or, If the child is not attending school, from the child's private teacher, agreeing to the child's absence from school or education and stating that the child's education and well-being will not be adversely affected.	

B12) Proposed arrangements (if any) for the education of the child during the period for which the licence is requested stating - a) Where the education is to be provided by a school, the name and address of the school:	
b) Where the education is to be provided other than by a school: i. the name, address and qualification(s) of the proposed teacher;	
ii. the place where the child will be taught;	
iii. the proposed course of study;	
iv. the number of other children to be taught at the same time by the same teacher, and the sex and age of each child;	
v. the amount of education the child is to receive:	

B13) The name and address of the proposed chaperone or, if none is required, the name and address of the parent or teacher who will have care of the child:	

B14) The name of the local authority or, in Scotland, the education authority which has previously approved the appointment of the chaperone:	

B15) 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:	

B16) 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 living there and details of the chaperone (if any) who will live in the same accommodation:	

B17) The approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day, including: a) Arrangements (if any) to transport the child to that place; and	
b) Arrangements (if any) to transport the child from that place:	

B18) The name of any other local authority, or, in Scotland, 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): (This will help the relevant local authorities to take a consistent approach)	

Signatures

I certify that to the best of my knowledge the details in this application are correct. I hereby apply for a licence under section 37 of the Children and Young Persons Act 1963:

Signature of applicant: (To be signed by person named at beginning of Part B)	
Name of applicant:	
Date:	

I certify that to the best of my knowledge the details in the application are correct. I agree to my child taking part in the performance or activity described above in Part B:

Signature of parent: (To be signed by person with parental responsibility[8] for the child named at the beginning of Part A)	
Name of parent:	
Date:	

Additional notes:

a) Electronic versions of this form and electronic documentation are acceptable, including signatures.
b) The applicant should ensure that the parent/guardian and the chaperone are given a copy of the whole completed form, which you submit to the local authority.
c) 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).

[8] As defined within section 3 of the Children Act 1989, '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.

Medical declaration to be completed and signed by child's parent

Name of child		
Does your child have:		If yes, please 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 medical conditions	Yes/No	
Has your child been taking any regular medication(s)	Yes/No	
Has your child seen, or been referred to, a hospital consultant in the last six months	Yes/No	

I confirm that I have parental responsibility[9] for this child.	Signature of parent:
	Print Name:
Postal Address (if different from child)	
Parent's Email Address	
Parent's Telephone No.	
Date:	

[9] As defined within section 3 of the Children Act 1989, '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.

Please return to:
Education and Children's Services, Denbighshire County Council, PO Box 62, Ruthin LL15 1YN
or e-mail schoolsupport@denbighshire.gov.uk

Required Documents

Please confirm that you have included the following documents[10] with the signed application:

Document	Confirm
A copy of the child's birth certificate (scanned copies are acceptable – please do not send original hard copies)[11]: *(Questions A1 and A3)*	
Two identical photographs of the child taken during the six months preceding the date of the application - prints *or* an electronic likeness (e.g. a jpeg file)[12]:	
A copy of the contract, draft contract or other documents containing particulars of the agreement regulating the child's appearance in the performances or regulating the activity for which the licence is requested:	
The child protection policy or policies that the applicant will apply: *(Question B1)*	
The risk assessment (if completed) for the performance or activity: *(Question B2)*	
A letter from the head teacher of the school that the child currently attends or, If the child is not attending school, from the child's private teacher agreeing to the child's absence from school or education and stating that the child's education and well-being will not be adversely affected: *(Question B11)*	
The medical declaration completed and signed by the child's parent	

[10] Regulation 4(1)(d) and Part 3 of Schedule 2 to the Regulations

[11] In the exceptional circumstance where the child's birth certificate cannot be provided as part of the application (e.g. because they don't have one) the licensing authority may accept alternative evidence.

[12] The image must not be altered or enhanced in any way. It should be a full head shot taken in good light.