



# Application for a Licence

CHILDREN AND YOUNG PERSONS ACT 1963, S 37  
The Children (Performances) Regulations 1968 (as amended)

It is important that this completed form should reach the licensing authority not less than twenty-one days before the first performance for which the licence is requested. The licensing authority may otherwise refuse to grant a licence.

**Application to Education Leeds (c/o Ruth Kitson, Attendance Strategy Team,  
South Pudsey Community Centre, Kent Road, Pudsey, Leeds LS28 9BN)**

**PART I**

**To be completed by the applicant**

1. I hereby apply for a licence under section 37 of the Children & Young Persons Act 1963 authorising the child  
 ..... (insert name of child)

- \*(1) to take part in a performance
- \*(2) to take part in a sport, or
- \*(3) to work as a model
- (\*Delete as appropriate)

either on the dates specified in item 4(i) of the Annexe to this Part or on the number of days and during the period specified in item 4(ii) to the Annexe to this Part.

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) the birth certificate of the child or other satisfactory evidence of the child's age;
- (b) two identical prints (unmounted) of a photograph of the child taken during the six months preceding the date of the application;
- (c) 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;
- \*(d) a declaration under section 38(1)(a) or (b) of the Children and Young Persons Act 1963

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Contact 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 £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).

\* Delete if inapplicable

- (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 Television Authority, a programme contractor within the meaning of section 1(5) of the Television Act 1964 or a body supplying programmes to such a programme contractor to be broadcast by the Independent Television 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.

**Annexe to part I****Details of the performance in which the child is to take part.**

<b>1.</b> Name and nature of the performances (a).	
<b>2.</b> Description of the child's part.	
<b>3.</b> Place of the performances or activities (b).	
<b>4.</b> (i) The dates of the performances or activities or (ii) The number of days, and the period during which, it is requested that the child may take part in performances or activities (c).	
<b>5.</b> Time and duration of performances or activities.	
<b>6.</b> Approximate length of time of the child's appearances in the performances or activities.	
<b>7.</b> 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- (i) the appropriate number of days, (ii) the approximate duration on each day.	
<b>8.</b> How much will the child earn taking part in the performances or activities?	
<b>9.</b> Please provide details of (i) the date (ii) the place (iii) the approximate duration of rehearsals taking place during the 14 days preceeding the first performance that the licence is requested for.	
<b>10.</b> Please state how many days or half days absence from school is requested to enable the child to take part in performances or activities.	

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- (a) Nature of the performances, for example theatrical, filming, television.
- (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 1 (5) of the Television Act 1964 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.

<p><b>11.</b> 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-</p> <ul style="list-style-type: none"> <li>(i) the name and address of the school to be attended, or</li> <li>(ii) a) the name, address and qualification of the proposed private teacher</li> <li>(b) the place where the child will be taught;</li> <li>(c) the proposed course of study;</li> <li>(d) the number, sex and age of other children to be taught by the private teacher at the same time as the child;</li> <li>(e) whether the child is to receive the required amount of education in accordance with Regulation 10(4) or Regulation 10(4)(b)</li> </ul>	
<p><b>12.</b> The name of the local authority (if any) which has previously approved the appointment of the private teacher for the purposes of a licence.</p>	
<p><b>13.</b> The name, address and description of duties of the proposed matron.</p>	
<p><b>14.</b> The name of the local authority (if any) which has previously approved the appointment of the matron for the purposes of a licence.</p>	
<p><b>15.</b> Please tell us the sex, age and number of other children for whom the matron will also be responsible.</p>	
<p><b>16.</b> If the child will live at a different address to the one stated on this form, please provide details of the name and address of the householder and the number of other children who will live in the same lodgings.</p>	
<p><b>17.</b> Approximate length of time which the child will spend travelling-</p> <ul style="list-style-type: none"> <li>(a) to the place of performance, rehearsal or activity,</li> <li>(b) from the place of performance, rehearsal or activity, and the arrangements (if any) for transport.</li> </ul>	
<p><b>18.</b> Name of any other licensing authority to which an application has been made for another child to take part in performances or activities to which this application relates.</p>	
<p><b>19.</b> 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.</p>	

**PART II****To be completed by a parent**

Parent includes a guardian or carer who has responsibility for 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 outside Education Leeds.	
5. Please give details of each licence granted during the 12 months preceeding the date of this application, stating (i) the name of the local authority if not Education Leeds. (ii) the date on which the licence was granted, (iii) the date and nature of the performances or activities.	
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 or activity.	

<p><b>9.</b> 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 or first activity for which the licence is requested stating-</p> <ul style="list-style-type: none"> <li>(i) the nature of the employment,</li> <li>(ii) the days on which the child is employed,</li> <li>(iii) the times during which the child is employed.</li> </ul>	
<p><b>10.</b> Particulars relating to the sums earned by the child during the twelve months preceding the date of this application stating-</p> <ul style="list-style-type: none"> <li>(i) whether the sums earned were in respect of performances or activities for which a licence was granted, performances for which a licence was not required or other forms of employment,</li> <li>(ii) the amount of the sums earned,</li> <li>(iii) the date on which payment was received,</li> <li>(iv) the name, address and description of the person from whom the payment was received.</li> </ul>	

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 .....  
**(Parent)**

Full name: \_\_\_\_\_

Address (inc post code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Tel. No: \_\_\_\_\_

\*Relationship to child \_\_\_\_\_

**PART III**

**To be completed by the headteacher**

I support the application for a licence  \*Yes/No (\*delete as appropriate)

If No, please provide details .....

.....

As you may be aware, should an Education Authority refuse to grant a licence for any reason the applicant has a right of appeal to a Magistrates' Court. It is hoped, however, to keep absence from school to a minimum.

Signed (Headteacher) ..... Date .....

School .....

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 £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).

\* State whether parent, guardian or other person having for the time being the charge of or control over the child.