

Form of Application for a Licence

The personal information provided on this form will be processed by East Dunbartonshire Council under the provisions of the Data Protection Act 1998 in connection with the application and licence being applied for. **By signing this form I agree** that the personal information provided may also be used to check and verify the application against any past and future applications for a licence under section 37 of the Children and Young Persons Act 1963.

PART I (TO BE COMPLETED BY THE APPLICANT)

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

*Delete if inapplicable

- *i. to take part in performances on the number of days and during the period specified in item 4(i) of the Annexe to this Part
- *ii. to take part in a sport either on the number of days and during the period specified in item 4(i) of the Annexe of this part or on the dates specified in item 4(ii) of the Annexe to this Part.
- *iii. to work as a model either on the number of days and during the period specified in item 4(i) of the Annexe to this Part or on the dates specified in item 4(ii) of 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 documents:

- a. a copy of the birth certificate of the child or other satisfactory evidence of the child's age;
- b. a completed risk assessment detailing any potential risks arising from the child's participation in the performance or activity and information on the steps which will be taken to mitigate those risks;
- c. a copy of the contract, draft contract or other documents containing particulars of the agreement regulating the child's appearance in the performance or regulating the activity for which the licence is requested;

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 and Activities) (Scotland) Regulations 2014 and to such other conditions as East Dunbartonshire Council may impose under those Regulations.

Date: _____ Signed: _____

(Applicant)

Full Name: _____

Address: _____

Occupation: _____ Tel No: _____

(If the application relates to a performance or activity for which the child will require to be absent from school)

Date _____ Signed: _____
(Child's head teacher)

Full Name: _____ School Name: _____

School Address: _____

(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).

ANNEXE TO PART I

PARTICULARS CONNECTED WITH THE PERFORMANCE OR ACTIVITY IN WHICH THE CHILD IS TO TAKE PART

<p>1. Name and nature^(a) of the performances or activities in respect of which the licence is requested.</p>	
<p>2. Description of the child's part.</p>	
<p>3. Places of performances or activities in respect of which the licence is requested^(b).</p>	
<p>4. i. The number of days and period during which it is requested that the child may take part in performances or activities a. No of days b. Period. ii. The dates of activities for which the licence is required.</p>	
<p>5. Time and duration of performances or activities in respect of which the licence is requested. i. Time ii. Duration.</p>	
<p>6. Approximate duration of the child's appearances in the performances or activities in respect of which the licence is requested.</p>	
<p>7. The amount of night-work (if any) for which approval is sought from the licensing authority under Regulation 28 of the Children (Performances and Activities) (Scotland) Regulations 2014 stating: i. the approximate number of days, ii. the approximate duration on each day.</p>	
<p>8. The sums to be earned by the child in taking part in the performances or activities in respect of which the licence is requested.</p>	
<p>9. The days or half days on which leave of absence from school is requested to enable the child to take part in performances or activities for which the licence is requested or in rehearsals: i. the date, ii. the place, iii. the approximate duration.</p>	

<p>10. Proposed arrangements (if any) under regulation 12 of the Children (Performances and Activities) (Scotland) Regulations 2014 for the education of the child during the period for which the licence is requested stating:</p> <ol style="list-style-type: none"> i. the name and address of the school to be attended, ii. <ol style="list-style-type: none"> a. (if the child requires to be absent from school for more than 5 days during the period to which the licence relates) the name, address and qualifications of the proposed private teacher, b. the place where the child will be taught, c. the proposed course of study, d. the 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 gender and age of each such child, e. whether the child is to receive the required amount of education in accordance with Regulation 12(4)(e) or Regulation 12(5). 	
<p>11. The name of the licensing authority (if any) which has previously approved the appointment of the private teacher for the purposes of a licence.</p>	
<p>12. The name, address and contact telephone number of the proposed chaperone.</p>	
<p>13. The name of the licensing authority (if any) which has previously approved the appointment of the proposed chaperone for the purposes of a licence.</p>	
<p>14. Details of whether or not the proposed chaperone is listed on any administrative chaperone register held by a licensing authority—</p> <ol style="list-style-type: none"> i. If yes, which licensing authority, ii. If no, confirmation from the proposed chaperone of whether they would like to be so listed in consequence of the application and also evidence of the proposed chaperone’s suitability to fulfil the chaperoning role. 	
<p>15. The number of other children 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 child in respect of whom this application is made, and the gender and age of each such child.</p>	
<p>16. The address(es) of the accommodation where the child will live if a licence is granted by reason of which the child 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.</p>	

<p>17. Approximate length of time which the child will spend travelling:</p> <p>i. to the place of performance, rehearsal or activity</p> <p>ii. from the place of performance, rehearsal or activity</p> <p>and the arrangements (if any) for transport:</p> <p>iii. to the place of performance, rehearsal or activity</p> <p>iv. from the place of performance, rehearsal or activity</p>	
<p>18. Name of any other licensing authority to which an application has been made for another child to take part in a performance or an activity to which this application relates.</p>	
<p>19. 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>	
<p>20. Details of any known health conditions which could:</p> <p>i.. adversely affect the child's ability to participate in the performance or activity,</p> <p>ii.. be adversely affected as a result of the child's involvement in the performance or activity.</p>	

^(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

East Dunbartonshire Council

Entertainment Licence Checklist

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

Before posting applications, ensure the following is enclosed:-

- One recent passport-style photograph
- Birth Certificate/ other form of ID
- Risk Assessment
- Copy of contract or draft contract or agreement

Completed applications and supporting documentation should be sent to:

Shared Services Education, East Dunbartonshire Council, Southbank Marina, Strathkelvin Place, Kirkintilloch, G66 1TD.

Or scanned and e-mailed to sharedservices.education@eastdunbarton.gov.uk

PART 2
(TO BE COMPLETED BY A PARENT)

(Note: Parent includes a guardian, a person with parental rights or responsibilities or other person who has for the time being care or control of the child).

Please give the following particulars:

1. Full name of child	
2. Date of birth of child	
3. Address of child	
4. Contact telephone number of parent.	
5. Name and address of schools attended by the child during the 12 months preceding the date of this application or, if the child has not attended school, the name and address of child's private teacher.	
6. Particulars of each licence granted during the 12 months preceding the date of this application by any licensing 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 or activities.	
7. Particulars of each application for a licence made during the twelve months preceding the date of this application and refused by any licensing authority other than the licensing authority to whom this application is made, stating in each case: i. the name of the licensing authority, ii. the date of the application, and iii. the reasons (if known) for the refusal to grant a licence.	
8. Particulars of each performance for which a licence was not required in which the child took part during the 12 months preceding the date of this application, stating in each case: i. the date, ii. the place, iii. the nature of the performance, and iv. the name of the person responsible for the production of the performance in which the child took part.	
9. Dates (if any) on which the child 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.	

<p>10. Particulars of any employment of the child during the 28 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"> i. the nature of the employment, ii. the days on which the child is employed, iii. the times during which the child is employed, 	
<p>11. Particulars relating to the sums earned by the child during the 12 months preceding the date of this application stating:</p> <ul style="list-style-type: none"> i. 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; ii. or other forms of employment; iii. the amount of the sums earned; iv. the date on which payment was received; v. the name, address and description of the person from whom the payment was received. 	
<p>12. Particulars relating to child's health and welfare:</p> <ul style="list-style-type: none"> i. so far as you are aware is the child medically fit to participate in the performance/activity? ii. has proper provision been made to secure his/her health and welfare? iii. does the child have any underlying medical condition/s that would be adversely affected by participating in this performance? 	

I support this application for a licence. 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 (Performances and Activities) (Scotland) Regulations 2014 and to such other conditions as the licensing authority may impose under those Regulations.

Date _____ Signed _____ (Parent)

Full Name: _____

Address: _____

E-mail: _____ Tel No: _____

Relationship to child*: _____

*State whether parent, guardian, person with parental rights or parental responsibilities or other person having for the time being care or control of the child.

(Optional counter-signature – if appropriate taking account of the child's age and maturity)

Date _____ Signed _____ (Child)

Full Name: _____

Address: _____

(if different from above):

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).