

**Children (Performances and Activities) (Scotland) Regulations 2014/372  
(Scottish SI)**

**Schedule 1**

**FORM OF APPLICATION FOR LICENCE**

(NOTE - When completed, the entire form and associated documentation should be sent by the applicant so as to reach the licensing authority not less than 21 days before the first performance or activity for which the licence is requested, as the licensing authority may otherwise refuse to grant a licence.)

**APPLICATION TO ANGUS COUNCIL**

**PART 1**

**TO BE COMPLETED BY THE APPLICANT**

- 1 I hereby apply for a licence under section 37 of the Children & Young Persons Act 1963 authorising

.....(insert name of child)

- \*(1) to take part in performances
- \*(2) otherwise to take part in a sport (for payment), or
- \*(3) otherwise to work as a model

(\*delete as appropriate)

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 child's appearance in the performances or regulating the activity for which the licence is requested.
  - (d) an unmounted photograph of the child taken during the six months preceding the date of the application.
- 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 the licensing authority may impose under those Regulations.

Date..... Signed .....

(Applicant)

Full name:

Address:

Occupation:

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).

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TO BE COMPLETED BY HEADTEACHER

**(NOTE- Where the application relates to a performance or activity for which the child will require to be absent from school.)**

Please give the following particulars:

- 1 Full name of child:
- 2 Name and address of school:
- 3 Telephone:

I give permission for the above named child to be absent from school for the purpose of performance or activities as set out in terms of the preceding application, as per the Children (Performances and Activities) (Scotland) Regulations 2014.

- 4 Dates or number of days and period of authorised absence.

Date ..... Signed .....  
(Head  
Teacher)

(NOTE - Please stamp with school stamp below)

## **ANNEXE TO PART 1**

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

- 1 Name and nature<sup>(1)</sup> of the performances or activities in respect of which the licence is requested.
- 2 Description of the child's part.
- 3 Place of performances or activities in respect of which the licence is requested.<sup>(2)</sup>
- 4(i) The number of days, and the period during which, it is requested that the child may take part in performances or activities <sup>(3)</sup> (please specify dates), or  
  
(ii) The dates of activities for which the licence is requested.
- 5 Time and duration of performances or activities in respect of which the licence is requested.
- 6 Approximate duration of the child's appearances in the performances or activities in respect of which the licence is requested.
- 7 The amount of night work (if any) for which approval will be sought from the licensing authority under Regulation 28 of the Children (Performances and Activities) (Scotland) Regulations 2014 stating -  
  
(i) the approximate number of days, and  
  
(ii) the approximate duration on each day.

- 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.
- 9 Where a licence is requested in respect of a performance, 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
  - (i) the date
  - (ii) the place
  - (iii) the approximate duration
- 10 The number of 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. (Please include specific dates)
- 11 Proposed arrangements (if any) under the 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 -
  - (i) the name and address of the school to be attended, or
  - (ii) if the child requires to be absent from school for more than 5 days during the period to which the licence relates
    - a) the name, address and qualification 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, and

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

12 The name of the licensing authority (if any) which has previously approved the appointment of the private teacher for the purposes of a licence.

13 The name, address and contact telephone number of the proposed chaperone

14 The name of the licensing authority (if any) which has previously approved the appointment of the chaperone for the purposes of a licence,

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

(i) if yes, which licensing authority, or

(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.

16 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.

17 The address 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 live in the same accommodation.

18 Approximate length of time which the child will spend travelling -

- (i) to the place of performance, rehearsal or activity
- (ii) from the place of performance, rehearsal or activity

and the arrangements (if any) for transport -

- (i) to the place of performance, rehearsal or activity
- (ii) from the place of performance, rehearsal or activity.

19 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.

20 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.

21 Details of any known health conditions which could –

- (i) adversely affect the child's ability to participate in the performance or activity, or
- (ii) be adversely affected as a result of the child's involvement in the performance or activity

- 1 Nature of the performance or activity e.g. theatrical, filming, television, the sport, the nature of the modelling etc.
- 2 This includes the places at which work on location is to be done
- 3 A licence specifying the number of days in 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.



## **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 the 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, starting in each case -
  - (i) the name of the licensing authority,
  - (ii) the date on which the licence was granted, and
  - (iii) the dates and nature of the performances or activities.

- 7 Particulars of each application for a licence made during the 12 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.
- 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 -
  - (i) the nature of the employment,
  - (ii) the days on which the child is employed, and
  - (iii) the times during which the child is employed.

11 Particulars relating to the sums earned by the child during the 12 months preceding the date of this application stating -

- (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, and
- (v) 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 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:

Relationship to child\*:

\*State whether a parent, guardian, person with parental rights or parental responsibilities or other person having for the time being the 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):

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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).

## **Your privacy and the council**

### **What we need and why**

The council is the 'Data Controller' of the personal data you provide to us. The information you have provided on this form about you / the child is used in assessing the application for a licence to allow the child to participate in a performance. The licence details will be shared with relevant staff within the education department and the production company. No other third parties have access to your personal data unless permitted by law.

We will retain this information until the end of the academic year plus one, following the final date of the performance.

For further information please refer to the Council's Full Privacy Statement - [https://www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/angus\\_council\\_full\\_privacy](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/angus_council_full_privacy)

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