



## Children (Performance and Activities) Licence Application

(Note – When completed this form should be sent 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.)

### PART I (To be completed by the Applicant)

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

\*Delete if not applicable

\* (1) to take part in performances on the number of days and during the period specified in item 4 (a) of the Annexe to this Part.

\* (2) to take part in a sport either on the number of days and during the period specified in item 4 (a) of the Annexe to this Part or on the dates specified in item 4 (b) to the Annexe to this Part.

\* (3) to work as a model either on the number of days and during the period specified in item 4 (a) of the Annexe to this Part or on the dates specified in item 4 (b) 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 documents:

- (a) 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 performances or regulating the activity for which the licence

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 the said Regulations.

(Signed) ..... Dated .....  
(Applicant)

Full name: ..... Occupation:.....

Address:.....

Tel: ..... Email:.....

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

(Signed) ..... Dated .....  
(Child's Head Teacher)

Full 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 for 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 1

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

1. Name and nature (a) of the performances or activities in respect of which the licence is requested.	
2. Description of the child's part.	
3. Place of the performances or activities in respect of which the licence is requested (b)	
4. (a) The number of days and the period during which, it is requested that the child may take part in performances or activities, or  (bi) The dates of performances or activities for which the licence is requested.	(a)
	(b)
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.	(i)
	(ii)
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. 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.	

(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.

<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> <p>(a) the name and address of the school to be attended, or</p> <p>(b). (i) (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 qualification of the proposed private teacher,</p> <p>(ii) the place where the child will be taught,</p> <p>(iii) proposed course of study,</p> <p>(iv) 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 sex and age of each such child,</p> <p>(v) whether the child is to receive the required amount of education in accordance with Regulation 12 (4) (e) or Regulation 12 (5).</p>	<p>(a)</p> <hr/> <p>(b)(i)</p> <hr/> <p>(b)(ii)</p> <hr/> <p>(b)(iii)</p> <hr/> <p>(b)(iv)</p> <hr/> <p>(b)(v)</p>
<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 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 the licensing authority –</p> <p>(a) if yes, which licensing authority</p> <p>(b) 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 chaperone's suitability to fulfill the chaperoning role.</p>	<p>(a)</p> <hr/> <p>(b)</p>
<p>15. The number of other children to be in the care and control of the 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 sex and age of each such child.</p>	

<p>16. 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 house holder 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>(a) to the place of performance, rehearsal or activity</p> <p>(b) from the place of performance , rehearsal or activity</p> <p>and the arrangements (if any) for transport –</p> <p>(a) to the place of performance, rehearsal or activity,</p> <p>(b) from the place of performance ,rehearsal or activity.</p>	(a)
	(b)
	(a)
	(b)
<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 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>(a) adversely affect the child's ability to participate in the performance or activity , and</p> <p>(b) be adversely affected as a result of the child's involvement in the performance or activity.</p>	(a)
	(b)

**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 the charge of or control of the child.)

Please give 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 twelve 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 twelve 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:-  (a) the name of the licensing authority,  (b) the date on which the licence was granted,  (c) the dates and nature of the performances or activities	(a)
	(b)
	(c)
7. Particulars of each application for a licence made during the 12months 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: –  (a) the name of the licensing authority,  (b) the date of the application,  (c) the reasons (if known) for the refusal to grant a licence.	(a)
	(b)
	(c)
8. 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 –  (a) the date,  (b) the place,  (c) the nature of the performances, and  (d) the name of the person responsible for the production of the performance in which the child took part.	(a)
	(b)
	(c)
	(d)

<p>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 his taking part in a performance or activity.</p>	
<p>10. Particulars of any other form of employment in which the child is employed during the 28 days preceding the day of the first performance or first activity for which the licence is requested stating –</p> <p>(a) the nature of the employment,</p> <p>(b) the days on which the child is employed,</p> <p>(c) the times during which the child is employed.</p>	(a)
	(b)
	(c)

<p>11. Particulars relating to the sums earned by the child during the 12 months preceding the date of this application stating -</p> <p>(a) 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</p> <p>(b) or other forms of employment,</p> <p>(c) the amount of sums earned,</p> <p>(d) the date on which payment was received, and</p> <p>(e) the name, address and description of the person from whom the payment was received</p>	(a)
	(b)
	(c)
	(d)
	(e)

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 (please print):  
.....

Address :  
.....

..... Post Code:.....

Relationship to child :\* .....

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

Date ..... Signed .....  
(Child)

Full name (please print):  
.....

Address (if different from above):  
.....

..... Post Code:.....

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, person with parental rights or parental responsibilities or other person having for the time being the care or control of the child.

## **Your data: Performance and Activities Licence Application for Children**

### **Why are we asking for your information?**

Aberdeen City Council collects information about you and your child in order to process an application for a Performance and Activities Licence. If the application relates to a performance or activity that will mean the child will be absent from school your child's Head Teacher will also need to sign the application.

We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

ACC will keep anonymised data beyond this period for the purposes of auditing service provision and quality assurance.

### **Your Data, Your rights**

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email [DataProtectionOfficer@aberdeencity.gov.uk](mailto:DataProtectionOfficer@aberdeencity.gov.uk) or in writing at: Data Protection Officer, Aberdeen City Council, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data>.

You also have the right to make a complaint to the Information Commissioner's Office, ([www.ico.org.uk](http://www.ico.org.uk)). They are the body responsible for making sure organisations like the Council handle your data lawfully.

### **Legal Basis for Processing**

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in relation to the employment of children as 6(1)(e) of the General Data Protection Regulation. This is because regulating the employment of children is part of our public task under the Children and Young Persons Act 1963 and the Children (Performance and Activities) (Scotland) Regulations 2014.

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