

# The Children (Performance and Activities ) (Scotland) Regulations 2014



## APPLICATION FOR A LICENCE

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

<b>1</b>	<b>Part 1 (to be completed by the applicant)</b>
<p>I apply for a licence under section 37 of the Children and Young Persons Act 1963 authorising the child (insert name of child) (insert the name of the child)</p> <p>* (1) to take part in a performance; or          * (2) to take part in a sport, or          * (3) to work as a model          (* delete if inapplicable)</p> <p>Either on the dates specified in item 4(i) of the Annex to this part or on the number of days and during the period specified in item 4(ii) to the Annex to this Part.</p>	

<b>2</b>	<b>Declaration</b>
<p>I certify that to the best of my knowledge the particulars contained in the Annex to this part are correct</p> <div style="display: flex; justify-content: flex-end; align-items: center;"> <input style="width: 40px; height: 20px; margin-right: 10px;" type="checkbox"/> <b>Please tick</b> </div>	

<b>3</b>	<b>I attach the following:</b>
<ul style="list-style-type: none"> <li>a) a copy of the birth certificate of the child or other satisfactory evidence of the child's age.</li> <li>b) two identical prints (unmounted) of a photograph of the child taken during the six months preceding the date of the application.</li> <li>c) 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 steps.</li> <li>d) 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.</li> <li>e) a declaration under section 38(1) (a) or (b) of the Children and Young Persons Act 1963.</li> <li>f) A copy of Disclosure Scotland's Protecting Vulnerable Groups (PVG) certificates for individuals identified as being carers or chaperones for the child named on this application</li> </ul>	

<b>4</b>	<b>Restrictions and conditions</b>								
<p>I understand that if a licence is granted to me it will be granted subject to 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.</p>									
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Signed</td> <td>Date</td> </tr> <tr> <td colspan="2">Full Name</td> </tr> <tr> <td colspan="2">Address</td> </tr> <tr> <td colspan="2">Occupation</td> </tr> </table>		Signed	Date	Full Name		Address		Occupation	
Signed	Date								
Full Name									
Address									
Occupation									
<b>(If the application relates to a performance or activity for which the child will require to be absent from School)</b>									
<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Signed</td> <td style="width: 45%;">Date</td> </tr> <tr> <td colspan="2">Full Name</td> </tr> <tr> <td colspan="2">School</td> </tr> <tr> <td colspan="2">Address</td> </tr> </table>		Signed	Date	Full Name		School		Address	
Signed	Date								
Full Name									
School									
Address									
<p><b>Note</b> Any person who fails to observe any condition subject to which a licence is granted or knowingly 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)</p>									

## Annex to Part 1



Particulars connected with the performance or activities 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. i. The dates of the performances or activities for which the licence is requested, or	
ii. the number of days, and the period during which, it is requested that the child may take part in performances or activities.	
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 local authority under Regulation 28 of the Children (Performances and Activities) (Scotland) Regulations 2014 stating –	
i the appropriate number of days, and	
ii the approximation duration one each day	
8 The sums to be earned by the child in taking part in the performance 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 performance, e.g. theatrical, filming, television, modelling etc.

b. This includes the places at which work on location is to be done.

**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:**

(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 sex 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).	
<b>11 The name of the licencing authority (if any) which has previously approved the appointment of the private teacher for the purposes of a licence.</b>	
<b>12 The name, address and contact telephone number of the proposed chaperone.</b> <i>. (a parent/guardian chaperone can chaperone their own child, however, they may not act as chaperone for any other child).</i>	
<b>13. The name of the local authority (if any) which has previously approved the appointment of the chaperone for the purposes of a licence.</b>	
<b>14 Details of whether or not the proposed chaperone is listed on any administrative chaperone register held by a licensing authority</b>	
<b>If yes</b> , which licensing authority; or	<b>If no</b> , confirmation for 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 fulfill the chaperoning role

<p><b>15 The number of other children to be in the care and control of the proposed chaperone would be in the care and control of the child in respect of whom this application is made, and the sex and age of each child</b></p>	
<p><b>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 elsewhere than at the place where they would otherwise live, the name of the householder and the number of other children who will live in the same accommodation.</b></p>	
<p><b>17. Approximate length of time which the child will spend travelling:</b></p> <p>(a) to the place of performance, rehearsal or activity</p> <p>(b) from the place of the performance, rehearsal or activity</p>	
<p><b>Arrangements, if any for transport</b></p> <p>(a) to the place of performance, rehearsal or activity</p> <p>(b) from the place of the performance, rehearsal or activity</p>	
<p><b>18. 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.</b></p>	
<p><b>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.</b></p>	
<p><b>20. Details of any known health conditions which could:</b></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 performances or activity.</p>	

**Headquarters Operations Team  
 Children & Young People Services  
 Scottish Borders Council  
 Council Headquarters  
 Newtown St Boswells  
 Melrose  
 TD6 0SA**

# The Children (Performances and Activities ) (Scotland) Regulations 2014



## Application For a licence – parent/guardian

**Note: Parent includes a guardian or other person who has for the time being the care of or control over the child.**

<b>1 Part 2 (to be completed by parent)</b>			
Child's full name		Date of Birth	
Child's Address			
Post Code			
<b>2 Particulars of each licence granted during the 12 months preceding the date of this application by any licensing authority other than Scottish Borders Council, stating in each case:</b>			
(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 and activities	
<b>3 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 Scottish Borders Council, stating in each case:</b>			
(i) the name of the licensing authority	(ii) the date of the application	(iii)the reasons (if known) for the refusal to grant a licence	
<b>4 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:</b>			
(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
<b>5 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/her taking part in a performance or activity</b>			

**6 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:**

(i)the nature of the employment	(ii)the days on which the child is employed	(iii)The times during which the child is employed
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**7 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; or any other forms of employment.	(ii)the amount of sums earned	(iii)the date on which payment was received	(iv)the name, address and description of the person from whom the payment is received
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**8 DECLARATION**

I support this application for a licence.

I approve the arrangements for accommodating the child as set out in part 1 (16) that it meets the needs of the individual child in question, including for example, that it is clean and comfortable and can provide a suitable degree of privacy; and that the accommodation enables the child to have a continuous access to his or her chaperone (Regulation 15) *(if applicable)*.

I certify that to the best of my knowledge the 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 and Activities) (Scotland) Regulations 2014 and to such other conditions as the licensing authority may impose under the said Regulations.

Parent/Guardian's Signature	Date
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Full Name

Address

Post Code Telephone

Relationship to Child

*(state whether parent, guardian, person with parental rights or other person having for the time being the charge of or control over the child)*

Counter-signature for children over 12

Child's signature	Date
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Full Name

Address

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 level 3 on the standard scale (currently £1,000) or imprisonment for a term not exceeding three months or both (section 40 of the Children and Young Persons Act 1963).**





