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SCHEDULE 1

Regulation 4(1)(b)

FORM OF APPLICATION FOR A LICENCE

(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.)

Application to the

Council

PART 1

(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

*(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) of 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) 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 performances 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 the licensing authority may impose under those Regulations.

Date Signed.....

(Applicant)

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Full name:

Address:

Occupation:

(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:

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 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
 - (b) 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.
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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—
 - (a) the approximate number of days, and
 - (b) 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. 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.
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—
 - (a) the name and address of the school to be attended, or
 - (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,
 - (ii) the place where the child will be taught,
 - (iii) the proposed course of study,
 - (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 gender and age of each such child, and
 - (v) whether the child is to receive the required amount of education in accordance with regulation 12(4)(e) or regulation 12(5).
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.
12. The name, address and contact telephone number of the proposed chaperone.

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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.
14. Details of whether or not the proposed chaperone is listed on any administrative chaperone register held by a licensing authority—
 - (a) if yes, which licensing authority; or
 - (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 proposed chaperone's suitability to fulfil the chaperoning role.
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.
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 householder and the number of other children who will live in the same accommodation.
17. Approximate length of time which the child will spend travelling—
 - (a) to the place of performance, rehearsal or activity,
 - (b) from the place of performance, rehearsal or activity,and the arrangements (if any) for transport—
 - (a) to the place of performance, rehearsal or activity,
 - (b) from the place of performance, rehearsal or activity.
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.
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.

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20. Details of any known health conditions which could—
- (a) adversely affect the child's ability to participate in the performance or activity, and
 - (b) be adversely affected as a result of the child's involvement in the performance or activity.

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, stating in each case—
 - (a) the name of the licensing authority,
 - (b) the date on which the licence was granted, and
 - (c) the dates and nature of the performances or activities.
7. Particulars of each application for a licence made during the 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—
 - (a) the name of the licensing authority,
 - (b) the date of the application, and
 - (c) 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—
 - (a) the date,

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- (b) the place,
 - (c) the nature of the performance, and
 - (d) 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—
- (a) the nature of the employment,
 - (b) the days on which the child is employed, and
 - (c) 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—
- (a) 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 other forms of employment,
 - (b) the amount of the sums earned,
 - (c) the date on which payment was received, and
 - (d) 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:*

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(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).

*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

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SCHEDULE 2

Regulation 6(1)

FORM OF LICENCE

The Council, on an application relating to (“the child”) grant to (“the licence holder”) a licence authorising the child—

*Delete if inapplicable

*(1) to take part in performances on the number of days and during the period specified below,

*(2) to take part in a sport for payment (other than expenses) on the dates specified below or on the number of days and during the period specified below, or

*(3) to work as a model for payment (other than expenses) on the dates specified below or on the number of days and during the period specified below,

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.

The performances or activities in respect of which the licence is granted are^(a)

*Delete if inapplicable

*The child may be absent from (insert name of school) for the purposes authorised by this licence on^(b)

*The licence holder must ensure that^(c)

^(a) In the case of (1) above state the names, places and nature of the performances, the number of days on which the child may perform and the period in which the performances may take place. In the case of (2) above state the nature of the sport, the place at which it is to take place and either the dates on which it is to take place or the number of days on which the child may take part in the sports and the period in which the sport may take place. In the case of (3) above state the nature of the modelling, the place at which it is to take place and either the dates on which it is to take place or the number of days on which the child may model and the period in which the modelling may take place.

^(b) Set out the days or half days on which the child may be absent from school. If absence from school is granted to enable a child to take part in a rehearsal, this should also be stated.

^(c) Set out the terms of any condition imposed under regulation 13 (earnings) of the Children (Performances and Activities) (Scotland) Regulations 2014 in respect of any sums earned by the child in taking part in the performances or activities to which this licence relates.

SCHEDULE 3

Regulation 8

RECORDS TO BE KEPT BY THE LICENCE HOLDER

PART 1

Licence granted in respect of a performance

1. The licence.
2. The following particulars in respect of each day (or night) on which the child is present at the place of performance or place of rehearsal—
 - (a) the date;
 - (b) the time of arrival at the place of performance or rehearsal;
 - (c) the time of departure from the place of performance or rehearsal;
 - (d) the time of each period during which the child took part in a performance or rehearsal;
 - (e) the time of each rest interval;
 - (f) the time of each meal interval; and
 - (g) the times of any night-work authorised by the licensing authority under regulation 28.
3. Where arrangements are made for the education of the child by a private teacher, the date and duration of each lesson and the subject taught.
4. Details of injuries and illnesses (if any) suffered by the child at the place of performance, including the dates on which they occurred and stating whether they prevented the child from being present at the place of performance.
5. The dates of the breaks in performances required under regulation 27(1).
6. The amount of all sums earned by the child by reason of taking part in the performance and the names, addresses and description of the persons to whom such sums were paid.
7. Where the licensing authority grants a licence subject to the condition that sums earned by the child must be dealt with in a manner approved by it, the amount of the sums and the manner in which they have been dealt with.

PART 2

Licence granted in respect of an activity

8. The records specified in paragraphs 1, 2(a), 3, 6 and 7 as if any reference in those paragraphs to a “performance” were a reference to the activity for which the licence was granted.

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SCHEDULE 4

Regulation 30

FORM OF LICENCE TO PERFORM OR PARTICIPATE IN ACTIVITIES ABROAD

I authorising (a) grant to (b) a licence (c) to go abroad to fulfil the following engagement^(d):

.....
.....
.....
.....

I grant the licence until (being a period not exceeding 3 months from the date below) subject to the following restrictions and conditions.

.....
.....
.....
.....

for the observance of which the applicant is to give security of ^(e)

Signed
Justice of the Peace

Date

-
- ^(a) Name of Justice of the Peace.
 - ^(b) Name of applicant.
 - ^(c) Name of child.
 - ^(d) State whether the engagement is to sing, play, perform or be exhibited for profit, to take part in a sport or to work as a model.
 - ^(e) Delete if not applicable.