



North Tyneside Council

Guidance to assist in completing a Child Performance and Activities Licence Application Form

This guidance has been produced to assist you in completing the Child Performance and Activities Licence Application Form; full and accurate completion of the form will enable the local authority to process the application and issue a licence as efficiently as possible.

The application form has been approved by the Department for Education. It is accepted by all Councils and should not be altered in any way.

The applicant (whoever is producing the performance) should complete Part 1 of the form. It should then be forwarded to the parent/legal guardian of the child to complete and sign Part 2. Once completed, it should then be returned to the applicant who, having full details of the child, including any medical conditions highlighted, should sign the application form on Page 7.

The completed form, together with a copy of the child's birth certificate and a photograph of the child (taken within the last six months), a copy of the contract (if issued) and a letter giving permission for school absence (if applicable) should be emailed or posted to the local authority where the child resides.

All questions on the form must be answered.

Part 1

Questions that require particular attention:

- Question 3: Ensure that a full description is included. This information is required to ascertain whether any conditions will apply.
- Question 5: Ensure that the name of the venue and the full address (including postcode) is provided. If the location does not have a postcode then provide the postcode of the nearest building or where the unit base will be located.
- Questions 6, 7 & 8: Clearly state the dates and time of day the child will be performing. Simply stating "within permitted hours" is not acceptable. If specific dates are to be confirmed then a start and end date with the number of days required within that time frame (not exceeding 6 months) should be entered. Precise dates/times must be advised once known.
- Questions 14 & 15: The name and address of the chaperone must be entered along with the local authority who has approved them. Provide details for all chaperones who will be engaged. Stating "approved chaperones" is not acceptable.
- Declarations: The applicant (the person applying for the licence) must sign and date the form at the end of page 7. The parent must sign and date the form following the medical declaration.

Failure to answer all questions fully may delay the issue of a licence and could result in the application being returned.

Part 2

- Question 1 Insert the full name of the child (including any middle names)
- Question 2 Include the post code with the address.
- Question 3 Self-explanatory
- Question 4 Insert the name of the school where the child receives their compulsory academic education.
- Question 5 Insert details of any licences issued for the child by any other local authority which **is not the local authority to which this application is being made.**
- Question 6 Insert details of any licences refused for the child by any other local authority which **is not the local authority to which this application is being made.**
- Question 7 Insert details of any performances the child has been involved with where a licence was not issued.
- Question 8 Insert dates (if any) on which the child has been absent from school during the last 12 months to take part in a performance/activity.
- Question 9 Self-explanatory
- Declarations: The person who is applying for the licence (the person named on Part 1) should sign the declaration after the medical declaration signed by the parent.

Failure to answer all questions fully may delay the issue of a licence and could result in the application being returned.

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