**Application for Exemption from the Licensing Procedures (Part 1)**

**Section 37 - Children & Young Persons Act 1963 as amended in 1998**

**The Children (Performances and Activities) (England) Regulations 2014**

Some performances may be exempt from the Licensing Procedures.

**In order for the Licensing Authority to assess whether or not your performance qualifies for an exemption, please complete and return this form to the address below at least 21 working days before the start of the performance/activity**.

**Please Note**: Only the Licensing Authority has the power to grant an Exemption from the Licensing Procedures.

All Exemptions granted will be confirmed in writing.

**Where an Exemption is granted the following conditions will need to be observed:**

1. No child should be absent from school as a result of participation in a performance (unless specific agreement has been obtained from the Head Teacher) ***Regulation 13***
2. All children must be properly supervised by an adult; fully licensed chaperone or parent of his/her own child and there must be no more than 12 children per adult. ***Regulation 15***
3. No child may remain at the place of performance later than 30 minutes after the end of his/her part. 22.00 (birth until child reaches 5) or 23:00 (5 to school leaving age) ***Regulation 21***

**Data Protection Act 1998 –** The information provided will be used to assess and confirm whether an Exemption can be granted for each child participating in this performance/activity.

|  |  |
| --- | --- |
| **Name of Company/Business** |  |
| **Name of Performance/Activity** |  |
| **Date(s)**  **Start/End Times of Rehearsal(s)** |  |
| **Date(s) of Performance/Activity**  **(If more than 4 dates a full licence will be required)** |  |
| **Address of Performance/Activity** |  |
| **Start and End Times of Performance/Activity** |  |
| **Will payment be made to the child/ren or their representative?** |  |
| **Have you been issued with a Body of Person Exemption Certificate?**  **If yes, please supply copy of certificate.** |  |
| **Name(s) of Supervising Adult(s)**  **You cannot be named as a Supervising Adult**  **if you are signing this form as the Applicant.** |  |

**Please Enter Child’s/Children’s Details on (Part 2**)

I understand that if an Exemption is granted it will be subject to the restrictions and conditions laid down in The Children (Performances and Activities) (England) Regulations 2014 and to such other conditions as the Licensing Authority may impose under the said regulations.

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Address:**  *(Business or Home)* |  |
| **Email Address:** |  |
| **Telephone Number:** |  |
| **Signature of applicant:** |  |
| **Date:** |  |

*Please return application to:*

[**APS\_CIEE@sandwell.gov.uk**](mailto:APS_CIEE@sandwell.gov.uk?subject=Child%20Exemption%20Application) **with the subject:** Child Exemption Application

**Child Employment & Performance**

Schools Attendance Support Service  
Sandwell Council House  
PO Box 2374 Freeth Street  
Oldbury  
West Midlands  
B69 3DE

**Application for Exemption from the Licensing Procedures (Part 2)**

**Details of Child/Children You Wish to Participate**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name(s) of child/ren participating** | **Date of Birth** | **Address** | **Part to be undertaken** | **School** | **Total number of days performed in 6 months** |
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