

### **How to make a Child Performance Licence Application**

When submitting an application, please ensure the protocol below has been observed.

- Full application both parts 1 and 2, (including, school letter, two passport photographs, and copy of the full birth certificate) should be received 21 days before the 1<sup>st</sup> date of performance. Where this is not possible we accept applications at least 10 days before the Licence is required. Licences will not be issued where parts 1 and 2 are sent separately or incomplete.
- The application must be signed by the employer (i.e. the production company/director), applications will be returned if signed by anyone else
- The application must also be signed by the parent or legal guardian
- The application must be submitted to the employer. The parents should not submit application forms to local authorities; they are only required to submit applications to the employer.
- Local authorities are not required to correspond with agencies; if an employer or parent decides to use an agency they do this at their own risk.
- Each application should provide the address, contact number and email of the production company
- The performance dates and call times must be included
- Telephone number should be provided for the parent
- The full address, including full postcode for the location of the production should be provided
- If the production is taking place at more than one location, anticipated times for each location should be provided
- Application should be filled out in as much detail as possible- full description of part is required (vague descriptions may delay the processing of the form). A script must be presented where a child is appearing in a feature film, or is required for a long period of filming. This will enable us to ensure that the child is not expected to participate in any scenes of a violent or sexual nature.
- Members of London Child Employment Network do not issue six-month 'open' licenses. A new application will need to be submitted for each job that the child acquires.
- Whenever possible, when using licensed chaperones, please include a copy of the chaperones valid licence with the application.
- Where possible include the companies child protection or safeguarding policy
- The employer cannot assume that a licence will be issued on the information given as this may be incomplete or there may be other reasons why the child cannot take part
- It is the responsibility of the employer to "chase" submitted applications.
- If the local authority finds reasonable grounds not to licence a child (such as late or incomplete applications), the decision is final and should be accepted by all parties.