

## LICENCES TO PERFORM

### VERY IMPORTANT – read carefully

Each child is required, **by law**, to secure a Licence to Perform. Unless we receive the licence in time for the performance your child will unfortunately **NOT BE ABLE TO TAKE PART**.

**It is URGENT that parents complete the attached form.** The procedure is quite simple but it can take **several months** for local authorities to process the application. Although the **applicant** for the Licence to Perform is 'London Children's Ballet', we ask the parent complete the latter part of the form attached to help the office, otherwise we would have to employ someone to process them all. Your co-operation in getting this under way immediately will be much appreciated.

Though we have included a paper version here, if you would prefer a digital copy, please email Lara at [lara@londonchildrensballet.com](mailto:lara@londonchildrensballet.com).

### Here is what you do: PLEASE READ VERY CAREFULLY

- 1.** Complete the attached **Standard Child Performance and Activities Licence Application Form**. We have completed questions 1-16, but please complete the form from Part 1, question 17 through to the end. If you have any questions, please call Lara.
- 2.** **PLEASE DO NOT DATE YOUR SIGNATURE!** LCB will add this when it is sent.
- 3.** Once completed, please send the form to the office **for signature by LCB**. Please do this no later than **January 12, 2020**. Please bring to casting along with a copy of the below documents.
- 4.** Please send the following to us either in the post or high-quality electronic versions by email.
  1. A passport sized photograph of your child
  2. A signed letter on headed paper from the head teacher of your child's academic school giving permission to have time off during performance week (see general schedule for dates)
  3. A copy of your child's birth certificate
- 5.** LCB will then send the license to your councils. If we need anything else to support the application, we will let you know.

17) The address of any accommodation where the child will live, if different from the place where the child would ordinarily live, the number of other children and details of the chaperone (if any) who will live in the same accommodation:	
18 a) Approximate length of time which the child will spend travelling to and from the place of performance, rehearsal or activity each day:	
b) Arrangements (if any) for transport there:	
a) Arrangements (if any) for transport back:	
19) The name of any other local authority, or in Scotland, any education authority to which an application has been made for another child to take part in performances or activities to which the application relates (if not known at the time of application, to be provided when known):	

## Part 2: Information to be provided by the applicant in relation to the child

*Note: the applicant will usually need to obtain this information from the child's parent, and a parent of the child needs to sign the completed form, but the form should be submitted by the applicant (unless the parent is also responsible for organising the activity or production). See regulation 4 of the Children (Performances and Activities) (England) Regulations 2014.*

1)Child's name:	
2)Child's home address:	
3)Child's date of birth:	
4)Name and address of the school the child currently attends: OR If the child is not attending school, the name and address of the child's private teacher:	
5)Details of each licence in relation to the child granted during the twelve months preceding the date of the application by any local authority, or in Scotland, any education authority, other than the licensing authority to which this application is made <sup>1</sup> , stating -	
a) The name of the authority:	
b) The date the licence was granted:	
c) The dates and nature of performances or activities:	
6)Details of each application in relation to the child for a licence refused by any other authority in the last 12 months, other than the licensing authority to which this application is made, stating -	
a) The name of the local authority or education authority:	
b) The reasons (if known) for the refusal to grant a licence:	

<sup>1</sup> This will only be relevant if the child has moved between authorities in the last 12 months.

7)Details of any performances for which a licence was not required <sup>2</sup> in which the child took part during the previous 12 months, stating -	
a) The date of the performance:	
b) The number of days of performance:	
c) The title of the performance:	
d) The name and address of the person responsible for the production:	

8)Dates (if any) on which the child has been absent from school during the twelve months preceding the date of the application by reason of taking part in a performance or activity:	
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9)Amount of any monies earned by the child during the last twelve months, stating whether the monies earned were in respect of performances or activities for which a licence was granted or a performance for which a licence was not required:	
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<sup>2</sup> By virtue of section 37(3) of the Children and Young Persons Act 1963

**Medical declaration to be completed by child's parent**

Does your child have: ( <i>answer yes or no</i> )	If yes please provide details including any treatment or medication:
Asthma	
Any allergies	
Any skin conditions	
Hearing impairment	
Visual impairment	
Any learning disability	
Any physical disability	
Any medical conditions?	
Taking any regular medication(s)?	
Been to see or had a referral to a hospital consultant in the last 6 months?	
I confirm that I have parental responsibility <sup>3</sup> for this child.	Signature of parent:
	Print Name:
Postal Address (if different from child)	
Parents Email Address	
Parents Telephone No.	
Date:	

**I certify that to the best of my knowledge the details in this application are correct. I hereby apply for a licence under section 37 of the Children and Young Persons Act 1963:**

<b>Signature of applicant:</b> ( <i>To be signed by person named on page 1</i> )	
<b>Date:</b>	

<sup>3</sup> As defined within section 3 of the Children Act 1989, 'parental responsibility' means all of the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

**I attach the following:**

- (a) A copy of the child's birth certificate (scanned copies are acceptable – please do not send original hard copies)<sup>4</sup>;
- (b) Two identical prints (un-mounted) of a photograph of the child taken during the last 6 months or an electronic likeness (e.g. a jpeg file)<sup>5</sup>;
- (c) A copy of the contract, draft contract or other documents (where they exist) containing details of the agreement regulating the child's participation in the performance or activity to which this application relates.

*Notes:*

- 1) *Electronic versions of this form and electronic documentation are acceptable, including signatures.*
- 2) *You should ensure that the parent/guardian and the chaperone are given a copy of the whole completed form, which you submit to the local authority.*
- 3) *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 £1000 (level 3 on the standard scale) or imprisonment for a term not exceeding three months or both (section 40 of the Children and Young Persons Act 1963).*

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<sup>4</sup> In the exceptional circumstance where the child's birth certificate cannot be provided as part of the application (e.g. because they don't have one) the licensing authority may accept alternative evidence.

<sup>5</sup> The image must not be altered or enhanced in anyway. It should be a full head shot taken in good light.