

Register of a child taking part in performance and not requiring a licence

ONLY COMPLETE THIS FORM if the child takes part in a performance which totals 3 days or less, is not being paid, is not seeking school absence and the performance is not being recorded for any type of broadcast. Please note: The child must obtain a Performance Licence if taking part in performances on 4 days or more in a 6 month period.

1. Details of child

Full name			
Address			
	Post code		
Date of Birth	Age	Sex M/F	
School			
Parents email address <i>(please print)</i>			

Parent / Carer

I have read and understood the conditions on the reverse of this form. I give permission for my child to take part in the performance as detailed below and I confirm that my child has not performed for more than three days in the past 6 months.

*If this performance relates to a group application I agree to my and my child's name appearing on a group licence. YES.....NO..... *(*please indicate yes or no*)*

Name _____ Signed _____ Date _____

2. Details of Performance (to be completed by the organiser)

Society / Group / Organisation presenting the performance			
Secretary / Organiser name			
Contact address			
	Post code		
Day time telephone number			
Evening telephone number			
Name of performance			
Nature of performance e.g. dance			
Child's part in performance			
Address where performance is taking place			
Dates of performance	To	inclusive	
Child's arrival time at venue	am/pm		
Child's departure time	am/pm		
Duration of child's appearance on stage (per performance) in total			
Name(s) of supervisory adults			
	<i>Continue on separate sheet if necessary</i>		
Relationship to child			
Total number of children involved in the performance			
Age range of children involved			

Name & Signature of Performance Organiser

I have read and understood the conditions overleaf.

Name _____ Agency/School _____

Signed _____ Date _____

Conditions

1. Children must be properly supervised by an adult when in the place of performance.
2. Suitable changing accommodation must be provided.
3. Absence from school should not arise as result of this performance.
4. Suitable arrangements must be made for transport of children to and from the place of the performance.

The age of the child must be taken into account when making these arrangements.

5. Children must not be at the place of performance before 7.00am.
6. Children under the age of 5 years must leave the place of performance by 10pm. For children 5 years and over the latest time is 11.00pm.
7. Children must not take part in employment on a day of performance or day after a performance.
8. A child's part or total appearances are limited to a maximum of two hours for under 5's, three hours for 5 to 8 year olds and five hours for 9 – 16 year olds.
9. A child's continuous performance is limited to 30 minutes for under 5's and 2 hours and 30 minutes for all other children.

For further guidance please read the Children in Entertainment guidance on our website;

<http://www.milton-keynes.gov.uk/environmental-health-and-trading-standards/licensing/other-licenses/children-in-entertainment-licence> or visit the

National Network for Children in Employment or Entertainment website www.nncee.org.uk

Instruction to Producer.

Once you have received the completed form from the parent and signed the form yourself please return it to:

**Licensing Team
Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes
MK9 3EJ**

or e-mail it to licensing@milton-keynes.gov.uk

MKC collect and use information about you so that we can provide you with council services. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk