EMPLOYMENT OF COMPULSORY SCHOOL AGE CHILDREN
WORK PERMIT APPLICATION FORM
Children and Young Persons Acts 1933, 1963, The Children (Protection at Work) Regs 1998, 2000 and Milton Keynes Council: Child Employment Byelaws 1998
PLEASE COMPLETE THE APPLICATION IN CAPITAL ETTERS

Milton Keynes City Council
Licensing, Civic, 1 Saxon Gate East, Milton Keynes, MK9 3EJ
email: licensing@milton-keynes.gov.uk **tel:** 01908 252800

PART 1 - To be completed by Employer: Please **PRINT** & Fill in ALL Sections.

Company Name			
Company address		**Post Code:**	
Company email: **(Licence sent electronically)**		**Tel No:**	
Nature of business:			
Nature of work:			
Location of work:		**Start Date:**	

SCHEDULE OF EMPLOYMENT (Please state actual hours of proposed employment)
***1 hour** break required **after 4 hours** continuous work*

	SCHOOL WEEK ***12 hrs Maximum***						**SCHOOL HOLIDAYS** ***Max. 25 hrs ages 13/14 and 35 hrs ages 15/16***				
	FROM am	*TO am*		*FROM pm*	*TO pm*		*FROM am*	*TO am*		*FROM pm*	*TO pm*
MONDAY			**L U N C H**						**L U N C H**		
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											

RISK ASSESSMENTS - (1) look for hazards (2) decide who might be harmed (3) evaluate the risks deciding whether the existing precautions are adequate or should be amended (4) record your findings & keep on file (5) review your assessment periodically & revise when necessary (6) pay particular attention to the child's lack of experience, training & supervision needs (7) you are legally required to advise the child's parent/s that a risk assessment has taken place. Risk assessment forms are available via the NNCEE website (www.nncee.org.uk)

I, the employer, confirm that an appropriate RISK ASSESSMENT, taking into account the child's age, has been carried out.
(Management of Health & Safety at Work Act 1999)

Signature: **Print Name:** **Date:**

☐ ***A copy of the Risk assessment is attached with this application (this is required for each application unless otherwise agreed).***

PART 2 - To be completed by the **Parent or Legal Guardian: PLEASE PRINT** - Fill in **ALL Sections.**

Child Name		MALE ☐ FEMALE ☐	**Date of Birth:**	
Parents/Guardian Email: **(Licence sent electronically)**				
Home address			**Post Code:**	
School Name:			**School Year:**	
Has he/she seen a Doctor in the last 12 months? If so, for what reason?				

It is a requirement in law that your child is fit to carry out the requirements of the job in question. In the majority of cases your signature will be sufficient however the Council reserves the right to require a medical examination of the child before issuing an employment permit.

I confirm that, in my opinion, the above job would not jeopardise my child's health, welfare or ability to take full advantage of her/his education. I thereby give my permission for this employment.

Signature: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ **Print Name** **Date:**

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

- ✗ No child under the age of 13 may be employed.
- ✓ Young people may only do light work.
- ✓ A young person must hold a work permit for each employment. The employer must apply for a work permit within one week of employing a young person.
- ✓ Each year all young people must have a 2 week period free from employment during their school holidays.
- ✓ Every young person requires a work permit whilst they are of compulsory school age. Young people are of compulsory school age **until the last Friday of June of the school year** (1st September to 31st August) in which they have their 16th birthday.
- ✓ Employment must not be harmful to school attendance or to a child's safety, health or development.

HOURS OF EMPLOYMENT

No child shall be employed during school hours, or before 7am or after 8pm on any day.

Age 13 - 14

Term Time

Maximum 12 hours in a week
Maximum of 2 hours on any school day;
*either 1 hour before and 1 hour after school **or** 2 hours after school*
Saturday maximum of 5 hours (1 hour break required after 4 hours continuous work)
Sunday maximum 2 hours

Holidays

Maximum of 25 hours per week
Maximum 5 hours per day (4 hours and then 1 hour break)
Sunday maximum 2 hours

13 YEAR OLDS – Are allowed to undertake 'light work in one or more of the specified categories;

Café or restaurant	**Hotel Domestic Work**	**Office Work**	**Agriculture**
Hairdressing	**Newspaper delivery**	**Non Commercial Car Wash**	
Horticulture	**Riding stables**	**Shop Work**	

Age 15 - 16

Term Time

Maximum 12 hours in a week
Maximum of 2 hours on any school day
*either 1 hour before and 1 hour after school **or** 2 hours after school*
Saturday maximum of 8 hours (1 hour break required after 4 hours continuous work)
Sunday maximum 2 hours

Holidays

Maximum of 35 hours per week
Maximum 8 hours per day (4 hours and then 1 hour break)
Sunday maximum 2 hours.

Prohibitive Work List for ALL CHILDREN REGARDLESS OF AGE

- ✗ to deliver milk
- ✗ to deliver fuel oils
- ✗ in a commercial kitchen
- ✗ in a slaughterhouse or any part of a butcher's shop
- ✗ in any work higher than 3 metres above the ground or floor level
- ✗ to collect or sort refuse
- ✗ to collect money or to sell or canvass door to door
- ✗ in employment involving harmful exposure to physical, biological or chemical agents
- ✗ in any work involving exposure to adult material or situations unsuitable for children
- ✗ in telephone sales
- ✗ in a cinema, theatre, dance hall or night club, except in connection with a performance given by children, for which a licence has been granted or that falls under an exemption for a licence
- ✗ in alcohol on licensed premises (normally)
- ✗ in a premises licensed for gambling (normally)
- ✗ at any machine prescribed as dangerous
- ✗ at a fairground or arcade

Please refer to the Council byelaws / legislation for the comprehensive list of restrictions.