

Exemption Authorisation Form



The Child (Performance and Activities) (England) Regulations 2014

Under section 37(3) of the Children and Young Persons Act 1963, an exemption from the licencing requirement for performances can be given under the following conditions:

- The child has not performed on more than 3 days in the previous 6 months. The child must obtain a Performance Licence if taking part in performances on 4 days or more in a 6 month period.
- The child or anyone on behalf of the child is not being paid for the child being part of the performance.
- The child will not be absent from school for the performance.

Please complete this form to obtain authorisation for an exemption under these conditions.

1. Details of child

Full name			
Address			
		Post code	
Date of Birth		Age	
School			

Parent/carer(s) full name(s) & signature

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.

Full Name _____ **Signed** _____ **Date** _____

2. Details of Performance

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			
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 on the reverse of this form

Full Name _____ **Signed** _____ **Date** _____

Notes

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 take part in employment on a day of performance or day after a performance.
6. The guidance on Restrictions in relation to all performances must be adhered to.

For further guidance please read the Children in Entertainment guidance on our website, <https://www.sheffield.gov.uk/education/information-for-parentscarers/care-support/children-in-entertainment.html>

Or visit the National Network for Children in Employment or Entertainment website – ncee.org.uk

Please return this completed form to:

**Licensing Service, Sheffield City Council,
Block C Staniforth Road Depot,
Staniforth Road,
Sheffield,
S9 3HD**

E-mail: Childpermits&licences@sheffield.gov.uk

Privacy Notice – Exemptions

Sheffield City Council's Licensing Team processes personal data to issue Exemptions (to individual children). The purpose of these licences is to safeguard children in employment, entertainment, paid sport or modelling, and the Licensing Team will inspect and monitor the use of the licences and investigate concerns.

What data we collect

The personal details we need for Exemptions:

- name, address, DOB of child
- school name
- name and signature of parent/carer
- name, address and contact details of organisation
- name of Chaperones/Responsible Adults
- name and signature of organisation lead

We process this personal data in accordance with our legal obligations, in particular the Children and Young Persons Act 1933 and 1963, the Children (Performances and Activities) (England) Regulations 2014, the Management of Health and Safety at Work 1992, the Children Act 1989 and the Education Act 1996.

For the purpose of the General Data Protection Regulations, personal data is processed under Article 6(1)(c) for legal reasons, and Article 9(2)(g) for substantial public interests in employment, social security and social protection.

How we share your information

We will share personal information with law enforcement or other authorities if required to do so by applicable law.

How long your information will be kept

We create a case file for each licence application and records for inspections and investigations. Exemption files are kept for 6 years from certificate expiry date.

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

I have read and understood the information provided in this form and understand my personal information will be used in the processing of my application and/or request.

Name:

Signature:

Date: