

How to Apply for a Licence

The licence application should be sent so as to reach the licensing Authority not less than 21 days before the first performance or activity for which the license is requested. In exceptional circumstances, the issuing officer may agree to process the application, providing all relevant documents are correctly completed, legible and received by the issuing Authority at least 10 days prior to the performance date.

The form should be sent to the local authority including the following items:

- Proof of date of birth (copy of birth certificate).
- 1 passport sized photograph.
- Letter from child's school for permission to be absent (if during school time).
- Details of chaperone.
- Details of performance location, dates and times.
- A declaration of the nature of the performance if the child is under 14 years of age.

The person responsible for producing the performance in which the child is to take part should make the application for the licence. The person who signs the licence application will be deemed to be the licence holder. The licence holder is responsible for observing the conditions of the licence.

Contact Us

A licence is granted by the Local Authority where the child lives.

Application forms for children residing in Harrow can be obtained from:

Business Support Officers
Education Services
Child Licensing Team
Harrow Civic Centre
Station Road
HA1 2XY

Telephone: 020 8736 6906 or 020 8424 1910/1787

Email: childperformance@harrow.gov.uk

For further information log onto the Harrow LSCB's safeguarding policies and procedures at:

http://www.harrowlscb.co.uk/guidance_and_procedures.aspx

Children in Entertainment



Children in Entertainment

A guide for children, parents and schools

Who needs a Licence?

Children, from babies to young people of compulsory school age*, who take part in a performance on stage or in TV films, commercials etc., work in paid/professional sport or work as models must have a performance licence.



* A young person is of compulsory school age until the last Friday in June in the school year when they reach the age of 16 years.

The Types of Performances that Require a Licence:

- Any performance for which a charge is made (even if there is no admission fee for the audience).
- At a licensed premises or a registered club.
- Any broadcast or any performance recorded by whatever means with a view to its use in a broadcast, or film intended for public exhibition.
- The Local Authority would require a child to be licensed if absence from school is required for any performance irrespective of the above.

Supervision

All children must be supervised when performing. This can be undertaken by their own parent(s), or alternatively the production company must provide a registered chaperone.

Children Performing Abroad & Children Performing in the UK from Abroad

UK children performing abroad need to obtain a licence from their local Magistrates Court or City of Westminster Magistrates Court. Contact your local authority, local Magistrates Court or City of Westminster Magistrates Court for specific details on applying for a licence for a UK child performing abroad.

If you require further information on child performance licensing please contact Harrow Early Intervention Service (contact details overleaf).

