**Children and Young Persons Act 1963, s. 37**

**The Children (Performances and Activities) (England) Regulations 2014**

**Application for a Body of Persons Approval**

(**Note** – it is important that this form, duly completed, should be sent so as to reach the licensing authority not less than **twenty-one days** before the first performance for which the approval is requested, since the licensing authority may otherwise refuse to grant an approval).

Application to the **LONDON BOROUGH OF BRENT**

(TO BE COMPLETED BY THE APPLICANT)

**Producer Details**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** |  | |
| **Full Name of Producer** |  | |
| **Organisation Address**  **(including post code)** |  | |
| **Telephone Number** |  | **Mobile:** |
| **E mail** |  |  |
| **Please provide an outline of your organisation’s purpose and activities.** |  | |
| **Please provide information about the roles and responsibilities of your organisation’s key individuals.** |  | |

**Performance Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Performance** |  | | |
| **Type of Performance**  **(Please provide a short synopsis)** |  | | |
| **Venue Address**  **(including postcode)** |  | | |
| **Date(s) of Performance** |  | | |
| **Time(s) of Performance** | **Start Time:** | **Finish Time:** | **Child’s Performing Time:** |
| **Details of rehearsals:**  **(in LB of Brent)** |  | | |

**Participant Details**

**Please attach a list of all the children taking part in the performance, including their name, date of birth and address.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age of children** | **0-2** | **3-4** | **5-8** | **9-12** | **13+** |
| **Number of children** |  |  |  |  |  |
| **Details of the Local Authorities where the children reside** |  | | | | |

**Supervision Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chaperones**  (Please provide details of all of the local authority approved chaperones who will supervise children during the performance). | **Name** | **Local Authority** | **Expiry Date of Licence** |
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| **Staff and Volunteers** | If other adults are involved in supervising children, you will need to provide details of their qualifications, training and experience and confirm that all are appropriate adults with current, enhanced DBS checks. | | |
| **Details of your organisation’s Child Protection Policy** | Please attach a copy. | | |
| **Name and contact details of the organisational representative primarily responsible for safeguarding** |  | | |

**References**

|  |  |  |
| --- | --- | --- |
| **Please provide details of other local authorities to which your organisation has previously applied for licences or a body of person’s approval\*.** | **Local Authority Name & Contact** | **Local Authority Name & Contact** |
|  |  |

**\*If this is not available, please attach any other relevant information, which will help to provide assurance that your organisation is reputable.**

**Declaration**

I confirm that there is no payment in respect of any child’s participation in the performance (bar defraying expenses).

I understand that a BOPA will not authorise absence from school. Any child marked absent from a local authority maintained school or special school not maintained by a local authority will require an individual performance licence. Children from academies, free schools or independent schools may be authorised absent to take part in the performance at the discretion of their school’s Head teacher.

I certify that to the best of my knowledge the particulars contained in this application form are correct. I understand that if a body of persons approval is granted to me it will be granted subject to the restrictions and conditions laid down in the Children (Performances and Activities) (England) Regulations 2014 and to such other conditions as the local authority or the licensing authority may impose under the said Regulations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name (Print):** | | **Signed:** | |
| **Designated Title:** | | | |
| **Address:** | | | |
| **Telephone:** | **Mobile:** | | **E mail:** |

**Please note that this form, fully completed and with all relevant supporting documentation attached, must be received at the office named below not less than 21 days before the first performance for which the approval is requested. Otherwise, the application may be refused.**

**Please email the form to** [**child.employment@brent.gov.uk**](mailto:child.employment@brent.gov.uk)

**If you wish to send the information by secure email please call 0208 937 1234 for advice.**