



## LONDON BOROUGH OF BRENT

Children & Young Persons Act 1933 (as amended)

### APPLICATION FOR EMPLOYMENT PERMIT

Before completing this form, the extracts from the bye-laws on pages 5-8 should be carefully noted.

This form should be completed by the relevant parties and sent to –

**Child Employment Officer  
Education Welfare Service  
Brent Civic Centre  
Engineers Way  
Wembley HA9 0FJ**

Applications may be sent by e mail to: [Child.Employment@brent.gov.uk](mailto:Child.Employment@brent.gov.uk)

**Applications should be password-protected if they contain confidential or sensitive information.**

Please ensure that you have enclosed a passport size photograph of the child and a copy of the child's birth certificate.

**For office use**

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Date of application

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Number of employment card

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Date of issue

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**To be completed by Parent or Carer**

Name of child (print full name):

Address:

City/Town/County:

Post code:

Home Telephone:

Mobile:

Date of birth:

Present age:

Is the child already in possession of an employment card?

If yes, please state the local authority by whom it was issued:

Date of issue:

Number of card:

**Important Safeguarding Information for Parents**

Please note that any person whose normal duties will include regularly caring for, training, looking after or supervising a child in the workplace must be vetted and subject to DBS Disclosures (formerly known as CRB checks) to ensure s/he is not disqualified from working with children or otherwise unsuitable to be responsible for them. This should not include people who will have contact with the child simply because s/he will be in the same location, or as part of their work.

**The employment permit confirms that the type of employment is lawful and that the days and times of work are lawful. The local authority is not responsible for conducting DBS checks on employers as part of the child employment permit application. Parents retain full responsibility for their children at all times. Parents are therefore advised to make their own enquiries to ascertain that the employer is a suitable person to train, look after or supervise their child while they are at work.**

**If during the course of your child's employment you have any concerns about the conduct of the employer or a member of their staff in relation to your child that is not an employment matter please contact the Local Authority Designated Officer by telephone on 0208 937 4300.**

I CONSENT to the employment referred to below and certify that the above particulars are correct.

I CONFIRM that in my opinion the child is fit to undertake the proposed employment.

PRINT NAME:

Signature:

Date:

Relationship to child:

Parent

Carer

**To be completed by Employer**

Name of child (print full name):

Address:

City/Town/County:

Postcode:

Date of birth:

Name of Employer:

Address:

City/Town/County:

Postcode:

Tel:

Nature of business:

Nature of employment proposed for child:

Address at which child will be employed:

City/Town/County:

Postcode:

Tel:

Proposed start date of employment:

**Day(s) and Times of proposed employment:**

| Term Time | From | To | School Holidays | From | To |
|-----------|------|----|-----------------|------|----|
| Monday    |      |    | Monday          |      |    |
| Tuesday   |      |    | Tuesday         |      |    |
| Wednesday |      |    | Wednesday       |      |    |
| Thursday  |      |    | Thursday        |      |    |
| Friday    |      |    | Friday          |      |    |
| Saturday  |      |    | Saturday        |      |    |
| Sunday    |      |    | Sunday          |      |    |

**I confirm that an appropriate risk assessment has been conducted with reference to this employment.**

Name (print):

Position:

Signature:

Date:

**To be completed by Employer**

**Safeguarding Statement - Employer**

I am aware that any person whose normal duties will include regularly caring for, training, looking after or supervising a child in the workplace must be vetted and subject to DBS Disclosures (formerly known as CRB checks) to ensure s/he is not disqualified from working with children or otherwise unsuitable to be responsible for them. This should not include people who will have contact with the child simply because s/he will be in the same location, or as part of their work.

**I confirm, as the employer of the child, that DBS checks are conducted, as required by law, to ensure that any person training, looking after or supervising the child in the workplace is vetted and subject to DBS Disclosures to ensure that s/he is not disqualified from working with children or otherwise unsuitable to be responsible for them.**

Name (print):

Position:

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Signature:

Date:

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**To be completed by Child's School**

Name of child (print full name):

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Child's Address:

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City/Town/County:

Post code:

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Home Telephone:

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Date of birth:

Class:

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School name (print full name):

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Address:

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City/Town/County:

Postcode:

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Head teacher (print full name)

Tel:

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Please comment as to whether the child's attendance or punctuality will be affected by the proposed employment:

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Name (print):

Signature:

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Position:

Date:



School/College Stamp



## LONDON BOROUGH OF BRENT

Bye-Laws  
Made July 1998

### REGULATION OF EMPLOYMENT

The London Borough of Brent, in exercise of the powers conferred on it by sections 18(2) and 20(2) of the Children and Young Persons Act 1933, hereby make the following Byelaws

2. In these Byelaws, unless the context otherwise requires:

**'the authority'** means the London Borough of Brent;

**'child'** means a person who is not yet over the compulsory school age as defined in section 8 of the Education Act 1996.

**'employment'** includes assistance in any trade or occupation which is carried on for profit, whether or not payment is received for that assistance;

**'light work'** means work which, on account of the inherent nature of the tasks which it involves and the particular conditions under which they are performed-

- a) is not likely to be harmful to the safety, health and or development of children; and
- b) is not such as to be harmful to their attendance at school, their participation in work experience in accordance with section 560 of the Education Act 1996, or their capacity to benefit from the instruction received or, as the case may be, the experience gained.

**'parent'** includes any person who has for the time being parental responsibility for a child within the meaning of section 3 of the Children Act 1989.

**'public place'** includes any public park, garden, sea beach or railway station and any ground to which the public for the time being have or are permitted to have access, whether by payment or otherwise;

**'street'** includes any highway and public bridge, road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;

**'street trading'** includes the hawking of newspapers, matches, flowers and other articles, playing, singing or performing for profit, shoe blacking and other like occupations carried on in any street or public place;

**'year'**, except in expressions of age, means a period of twelve months beginning with 1 January.

3. No child of any age may be employed:-

- a) in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children;
- b) to sell or deliver alcohol, except in sealed containers;
- c) to deliver milk;
- d) to deliver fuel oils;
- e) in a commercial kitchen;
- f) to collect or sort refuse;
- g) in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level;
- h) in employment involving harmful exposure to physical, biological or chemical agents;
- i) to collect money or sell or canvas door to door, except under the supervision of an adult;
- j) in work involving exposure to adult material or in situations which are for this reason unsuitable for children;
- k) in telephone sales;
- l) in any slaughterhouse or in that part of a butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses of meat for sale;
- m) as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices;
- n) in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult;

4. A child aged 14 or over may be employed in light work.

5. A child aged 13 may not be employed except in light work in one or more of the following specified categories:

- a) agricultural or horticultural work;
- b) delivery of newspapers, journals and other printed material, and collecting money for same, subject to the provisions of byelaw 3(i) and 3(j);
- c) shop work, including shelf stacking;
- d) hairdressing salons;
- e) office work;
- f) car washing by hand in a private residential setting;
- g) in a café or restaurant;
- h) in riding stables, and
- i) domestic work in hotels and other establishments offering accommodation.

6. A child aged 10 or over may be employed on an occasional basis by and under direct supervision of his or her parent in light agricultural and horticultural work.

7. Subject to the other provisions of these byelaws, children may be employed for up to one hour before the commencement of school hours on any day on which they are required to attend school.

8. No child may be employed in any work out of doors unless wearing suitable clothes and shoes.

9. Within one week of employing a child, the employer must send to the authority written notification stating:

- a) his own name and address;
- b) the name, address and date of birth of the child;
- c) the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and, if different from (a) above, the place of employment;
- d) a statement of the child's fitness to work, and approval for the child to be employed, completed by the child's parent
- e) details of the school at which the child is a registered pupil; and
- f) a statement to the effect that an appropriate risk assessment has been carried out by the employer.

10. Where, on receipt of a notification, the local authority is satisfied that:

- a) the proposed employment is lawful;
- b) the child's health, welfare or ability to take full advantage of his/her education would not be jeopardised; and
- c) the child is fit to undertake the work for which he or she is to be employed, it will issue the child with an employment permit.

11. Before issuing an employment permit a local authority may require a child to have a medical examination.

12. The employment permit will state:

- a) the name, address and date of birth of the child;
- b) the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and the place of employment.

13. A child may be employed only in accordance with the details shown on his employment permit.

14. A local authority may amend a child's employment permit from time to time on the application of an employer.

15. The local authority may at any time revoke a child's employment permit if it has reasonable grounds to believe:

- a) the child is being unlawful, or
- b) that his/her health, welfare or ability to take advantage of his/her education are suffering or likely to suffer as a result of the employment.

16. A child must produce his or her employment permit for inspection when required to do so by an authorized officer of the authority or a police officer.

17. No child under the age of 14 may engage in street trading and a child aged 14 or over may not engage in street trading unless:

- a) he is employed to do so by his or her parent, in connection with their retail business and under direct supervision; and
- b) he or she has been granted a licence to do so ('a street trader's licence) by the authority and is acting in compliance with the terms of that licence.

18. The authority shall not grant a street trader's licence to any child if it has reason to believe that the employment of the child in street trading would be prejudicial to his/her health, welfare or ability to take full advantage of his/her education, or the child's street trader's licence has previously been revoked.

19. A street trader's licence shall prohibit the holder from engaging in street trading on a Sunday, and shall:

- a) be valid for not more than twelve months and shall expire on 31 December
- b) prohibit the holder from touting or importuning to the annoyance or obstruction of any member of the public in any street or public place; and
- c) require that the child notify the authority within one week of any change of address.

20. The authority may suspend or revoke a street trader's licence if it has reason to believe that the holder's continued employment in street trading would be prejudicial to his or her health, welfare or ability to take full advantage of his or her education, or if the holder:

- a) is found guilty of any offence connected with the street trading;
- b) commits any breach of these Byelaws or the terms of his or her street trader's licence;
- c) uses the licence as a means of begging, immorality or any improper purpose; or
- d) fails to notify the authority within one week of any change of address.