

BYELAWS ON THE EMPLOYMENT OF CHILDREN 1999

APPLICATION FOR EMPLOYMENT PERMIT



Part I: TO BE COMPLETED BY THE EMPLOYER

Child's Full Name:						DOB:		
Child's Address:						Postcode:		
Employer's Full Name:						Tel:		
Employer's Address:						Postcode:		
Employment Type (describe the work to be undertaken by the child):								
Place of Employment:								
Hours of Employment (use 24 hour clock):						School Holiday: Y/N		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	Start							
	Finish							
Afternoon	Start							
	Finish							
Start Date:			Expiry Date (if applicable):					
I am prepared to employ this child as described above and undertake, if an employment permit is granted, to observe all the conditions laid down in the Council's Byelaws. I have carried out an appropriate risk assessment in terms of health and safety legislation.								
Employer's Signature:						Date:		

Part II: TO BE COMPLETED BY PARENT OR GUARDIAN

Parent/Guardian's Name:						Tel:	
Parent/Guardian's Address:						Postcode:	
I agree to my child being employed as described above and I agree that my child is in good health and is fit to work.							
Parent/Guardian's Signature:						Date:	
Note: After Parts I and II have been completed, this form should be taken to the Headteacher of the child's school.							

Part III: TO BE COMPLETED BY THE HEADTEACHER

School:						Is the child's DOB Correct? Y/N	
Will the proposed employment be likely to have any detrimental effect on this child's school attendance or capacity to obtain the full benefit of the education provided for him/her? Y/N							
If yes, give details:						School Stamp:	
School Signatory:						Date:	

Guidance Notes

These notes are issued for the guidance of employers, parents and children and give only a broad outline of the contents of the Byelaws. Copies of the Byelaws with fuller explanatory notes may be obtained from your Local Services Centre.

1. General

The Byelaws apply to children under school leaving age. Employers must apply for permits before employing such children. (Children who assist in profit-making businesses are deemed to be employed even if they receive no payment.) A person convicted of employing a child in contravention of the Byelaws is liable for a fine of up to £1,000 (at current levels).

2. Prohibited Employment

No child of any age may be employed in the following categories:

In a cinema, theatre, disco, dance hall or night club, except performances by children in pantomimes etc. for which a Performance Licence has been granted; to sell or deliver alcohol except in sealed containers; to deliver milk or fuel oils; to work in a commercial kitchen; to collect or sort refuse; any work more than 3 metres above ground level; employment involving harmful exposure to chemical or other agents; to collect money or to sell or canvass door to door except under the direct supervision of an adult; work involving exposure to adult material or which is unsuitable for children; in telephone sales; in slaughterhouses or other premises connected with the killing of livestock or preparation of carcasses or meat for sale; as an attendant or assistant in a fairground or amusement arcade or other like premises; in the personal care of residents of any residential care home or nursing home unless under the direct supervision of a responsible adult.

3. Permitted Employment

13 year olds –

Light work in only one or more of the following categories: agriculture or horticulture work; delivery of newspapers etc. and collecting payment for same (subject to direct adult supervision); shop work (including shelf stacking); in hairdressing salons; office work; car washing by hand in a private residential setting; in a café/restaurant; in riding stables; domestic work in hotels and other establishments offering accommodation.

14 year olds and over –

Light work, being work which is not likely to be harmful to the safety, health or development of children and not likely to be harmful to their attendance at school.

4. Permitted Hours of Work

School Days – between 7.00a.m. and the start of school hours and between the close of school hours and 7.00 p.m. for no more than 2 hours per day of which not more than one hour may be in the morning.

Saturdays – for no more than 5 hours per day if aged under 15, or 8 hours per day if aged over 15, between 7.00 a.m. and 7.00 p.m. A child may not work for more than 4 hours continuously in any day without a rest break of 1 hour.

Sundays – for no more than 2 hours between 7.00 a.m. and 7.00 p.m.

School Holidays – for no more than 25 hours per week / 5 hours per day if aged under 15, or 35 hours per week / 8 hours per day if aged over 15, between 7.00 a.m. and 7.00 p.m. A child must have at least two consecutive weeks free per year from work during the school holidays.

Please return the completed form to your Local Services Centre where the application will be processed.

May 2004