Children Entertainment and Employment Guidance

Submitting a Performance Licence or Extension
Application online

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Before completing a Performance Licence form

Ensure you are completing the correct form

1. I am applying for one child to appear in one or more performances – Use the single licence/extension form

2. I am applying for a licence extension – Use the single licence/extension form

3. I am applying for two or more children for one or more performances – use the Multi-licence form. This form takes up to 10 young people at a time, please submit as many forms as you need to apply for the total number of children in your performance/s. Guidance on using the multi-licence form is available.

Things to know before completing your application

1. You must have read the Governments guidance on issuing performance licences
2. Downloaded the relevant documents you need to complete from kent.gov.uk
3. Remember that this form times out after 1 hour, so have all of your documents ready for upload before you begin
4. Children’s documents must be zipped for a multiple application, see guidance for help with zipping

Application for a Single Performance Licence or an Extension

Single performance licence form link

Before you start completing this form ensure that you have all of the below documents completed and ready for upload

1. Safeguarding policy
2. Risk assessment for the performance
3. Contract
4. Schedule of performances(s)
5. Performance licence spreadsheet
6. Standard Child Performance and Activities Licence Application form part 1
7. Standard Child Performance and Activities Licence Application form part 2
8. Birth certificate or passport of the child
9. A photograph of the child (taken within last 6 months and showing head and shoulders only)
10. School Permission
11. Extension request form (if applicable)
Application for a single licence

1. If you are applying for a performance for one child, you will need to select **single performance licence** on the below question

2. Once you have done this you will then need to fill in information about your agency or company

Applicant details

3. You will then need to enter the child details

4. You will also need to state whether the child will be missing any time at school

5. You will then need to upload the documents for the child. These need to be done individually.

a. If you have said that the child will be missing school will need upload permission from the school

6. You will then need to complete the details about the performance
7. Select either **One** or **More than one** depending on the amount of shows you have scheduled.

![Image of how many performances](image)

a. If it just the one show, select the date from the calendar

![Image of calendar](image)

b. If you have more than one show enter the number of shows you have schedule below

![Image of how many performances](image)

Then enter the date range, this is from your first performance to the last one

![Image of date range](image)

8. You will then need to upload document 1 to 6 mention at the start of the section

![Image of documents](image)

9. You can then submit the application making a note of your KPL number as you may need if you need to apply for an extension.
Application for an extension of a single performance licence

1. If you require an extension to your single performance licence select Extension to an existing single performance licence

2. You then need to enter the KPL number from your single performance licence application

Please provide your current performance licence number (starting with KPL) *

3. Once you have done this you will then need to fill in information about your agency or company

4. You will then need to enter the child details

5. You will also need to state whether the child will be missing any time at school

Is the child required to miss any school for this performance, including rehearsals?  

Yes  No

6. As you are applying for an extension on a single licence you only need to upload the extension request form

7. You will then need to complete the details about the performance
8. Select either **One** or **More than one** depending on the amount of shows you have scheduled.

   ![Select one or more shows](image)

   c. If it just the one show, select the date from the calendar

   ![Select date from calendar](image)

   If you have more than one show enter the number of shows you have schedule below

   ![Enter number of shows](image)

   Then enter the date range, this is from you first performance to the last one

   ![Enter date range](image)

9. You can then submit your application
Application for a Multiple performance licence

This form is to be used if you are applying for two or more children who are performing in a one or more shows. Multiple performance licence form link

Before you start completing this form ensure that you have all of the below documents completed and ready for upload

1. Safeguarding policy
2. Risk assessment for the performance
3. Contract
4. Schedule of performances(s)
5. Performance licence spreadsheet
6. Standard Child Performance and Activities Licence Application form part 1
7. Standard Child Performance and Activities Licence Application form part 2
8. Birth certificate or passport of the child
9. A photograph of the child (taken within last 6 months and showing head and shoulders only)
10. School Permission

Note: Documents 7 through to 10 must be upload in a Zip File. Instructions can be found in How to Zip for Windows or How to Zip for Mac

Multi licence tips

1. If you have more than 2 but less than 10 children you only need to complete one form
2. If you have more than 10 children you will need to do multiple applications
3. You must keep a note of your first application reference number you refer to on further application for the same performance
4. Ensure all documents are ready for upload before you start
5. Ensure all children documents are in individual zip files before you start
6. You only have 1 hour to complete this form once you have begun

Multi licence for 2 to 10 children

1. If you are applying for a performance that has between 2 and 10 children you will need select No to the following question

Is this entire licence request for more than 10 children? * (Yes or No)

2. Then select the number of children you require to upload information for
3. Once you have done this you will then need to fill in information about your agency or company.

4. You will then move on to completing the information about you show.

5. Select either One or More than one depending on the amount of shows you have scheduled.

- If it just the one show, select the date from the calendar

If you have more than one show enter the number of shows you have schedule below

Then enter the date range, this is from you first performance to the last one
6. You will then need to upload document 1 to 6 mention at the start of the section

   ![Documents](image)

   - Copy of safeguarding policy
   - Copy of risk assessment
   - Copy of contract
   - Schedule of performance(s)
   - Performance licence spreadsheet
   - Standard Child Performance and Activities Licence Application form part 1

7. After all, of the documents have been uploaded you will move on to uploading the details for each child.

   **Remember:** These documents need to be zipped Instructions can be found in [How to Zip for Windows](#) or [How to Zip for Mac](#).

8. You can then submit the application making a note of your KPL number
Multi licence for more than 10 children first application

1. If you are applying for a performance that has more than 10 children you will need select Yes to the following question

Note: You will need to do more than one application if you have more than 10 children

2. Then enter the number of children you are applying for

3. As this is your first application select Yes to the below question

4. You will then need to enter how many children will be on this application

5. Once you have done this you will then need to fill in information about your agency or company

6. You will then move on to completing the information about your show.

7. Select either One or More than one depending on the amount of shows you have scheduled.
a. If it just the one show, select the date from the calendar

b. If you have more than one show enter the number of shows you have schedule below

Then enter the date range, this is from you first performance to the last one

8. You will then need to upload document 1 to 6 mention at the start of the section
9. After all, of the documents have been uploaded you will move on to uploading the details for each child.

**Remember:** These documents need to be zipped. Instructions can be found in How to Zip for Windows or How to Zip for Mac.

10. You can then submit the application making a note of you KPL number you will need this for further applications.
Multi licence for more than 10 children subsequent applications

1. If you are applying for a performance that has more than 10 children you will need select Yes to the following question

Note: You will need to do more than one application if you have more than 10 children

2. Then enter the number of children you are applying for

3. As this is not your first application for this performance select No to the below question

4. You now need to enter the KPL reference number you received for your first application for this performance

5. You will then need to enter how many children will be on this application

6. Once you have done this you will then need to fill in information about your agency or company

7. You will then move on to completing the information about your show.
8. Select either One or More than one depending on the amount of shows you have scheduled.

   a. If it just the one show, select the date from the calendar

   b. If you have more than one show enter the number of shows you have schedule below

   Then enter the date range, this is from you first performance to the last one

9. You now move on to uploading the details for each child.

Remember: These documents need to be zipped Instructions can be found in How to Zip for Windows or How to Zip for Mac