

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

What are you applying for? *

☒ Single performance licence
☐ Extension to an existing single performance licence

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

Child's details

First name of child *

Second name of child *

Child's date of birth

4. 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

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

Please upload the following document

Standard Child Performance and Activities
Licence Application form part 2 *

Birth certificate or passport *

Photograph (taken within last 6 months and
showing head and shoulders only) *

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

School permission *

6. You will then need to complete the details about the performance

Performance details

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

How many performances are you applying for? *

☐ One

☐ More than one

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

How many performances are you applying for? *

☒ One

☐ More than one

What is the date of the performance? *

Please upload the following documents:

Copy of safeguarding policy

Copy of risk assessment

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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

How many performances are you applying for? *

☐ One

☒ More than one

How many performances will there be? *

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

Please provide the date range from first performance to the last.

Date range (from) *

Date range (to) *

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

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

9. You can then submit the application making a note of you 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**

What are you applying for? *

☐ Single performance licence

☒ Extension to an existing single performance licence

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

Please provide you 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

Applicant details

4. You will then need to enter the child details

Child's details

First name of child *

Second name of child *

Child's date of birth

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

Extension request form *

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

School permission *

7. You will then need to complete the datils about the performance

Performance details

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

How many performances are you applying for? *

☐ One

☐ More than one

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

How many performances are you applying for? *

☒ One

☐ More than one

What is the date of the performance? *

dd/MM/yyyy

Please upload the following documents:

Copy of safeguarding policy

Copy of risk assessment

« July 2018 »						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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

How many performances are you applying for? *

☐ One

☒ More than one

How many performances will there be? *

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

Please provide the date range from first performance to the last.

Date range (from) *

Date range (to) *

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 young people in total *

☐ Yes ☒ No

2. Then select the number of children you require to upload information for

How many children/young people are you uploading details for on this online application form? (please ensure all of these children are included in the performance licence spreadsheet that you will be asked to upload below). *

Select...
2
3
4
5
6
7
8
9
10

< Previous

✕ Cancel

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

Applicant details

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

Performance company details

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

How many performances are you applying for? *

☐ One

☐ More than one

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

How many performances are you applying for? *

☒ One

☐ More than one

What is the date of the performance? *

Please upload the following documents:

Copy of safeguarding policy

Copy of risk assessment

« July 2018 »						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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

How many performances are you applying for? *

☐ One

☒ More than one

How many performances will there be? *

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

Please provide the date range from first performance to the last.

Date range (from) *

Date range (to) *

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

Copy of safeguarding policy	Schedule of performance(s)
Copy of risk assessment	Performance licence spreadsheet *
Copy of contract	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](#)

Name of child

Please upload the relevant child information pack as a zipped file.

This must contain the following:

- standard child performance and activities licence application form part 2
- scanned copy of birth certificate or passport
- photograph (taken within the last 6 months and showing head and shoulders only)
- copy school permission.

Upload your zip file document *

Drop files here to upload -

8. You can then submit the application making a note of you 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

Is this entire licence request for more than 10 young people in total * ☒ Yes ☐ No

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

In total how many children will you be applying for? *

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

Is this the first form you are submitting for this licence application * ☒ Yes ☐ No

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

Is this the first form you are submitting for this licence application *

How many children/young people are you uploading details for on this online application form? (please ensure all of these children are included in the performance licence spreadsheet that you will be asked to upload below) *

Select...

2
3
4
5
6
7
8
9
10

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

[Applicant details](#)

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

[Performance company details](#)

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

How many performances are you applying for? * ☐ One ☐ More than one

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

How many performances are you applying for? *

☒ One

☐ More than one

What is the date of the performance? *

dd/MM/yyyy

Please upload the following documents:

Copy of safeguarding policy

Copy of risk assessment

« July 2018 »						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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

How many performances are you applying for? *

☐ One

☒ More than one

How many performances will there be? *

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

Please provide the date range from first performance to the last.

Date range (from) *

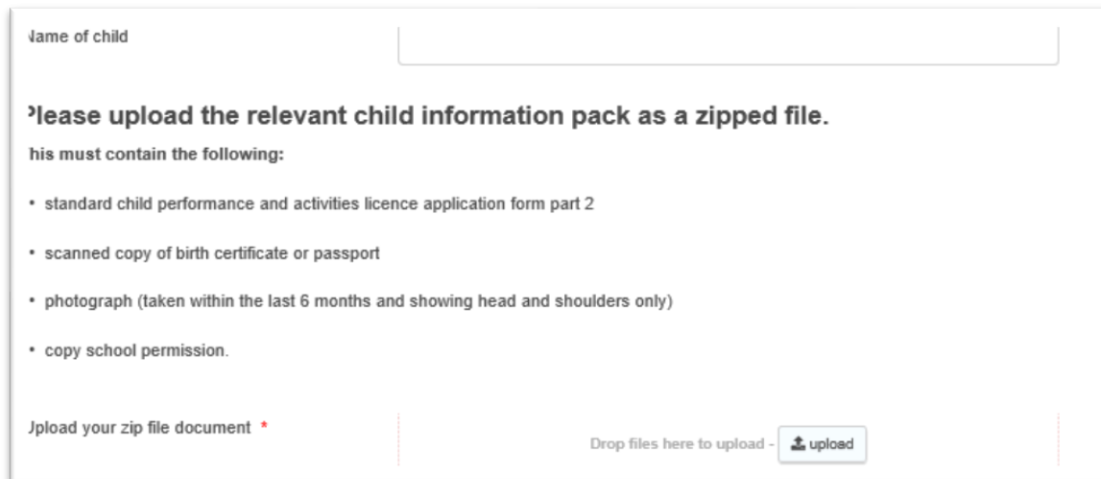
Date range (to) *

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

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

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](#)



The screenshot shows a web form with a text input field at the top labeled "Name of child". Below this is a bold instruction: "Please upload the relevant child information pack as a zipped file." This is followed by the text "This must contain the following:" and a bulleted list of four items: "standard child performance and activities licence application form part 2", "scanned copy of birth certificate or passport", "photograph (taken within the last 6 months and showing head and shoulders only)", and "copy school permission." At the bottom left, there is a label "Upload your zip file document" with a red asterisk. To the right of this is a large dashed rectangular box for file upload. Below the dashed box, the text "Drop files here to upload" is visible, followed by an "upload" button with a paper plane icon.

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

Is this entire licence request for more than 10 young people in total * ☒ Yes ☐ No

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

In total how many children will you be applying for? *

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

Is this the first form you are submitting for this licence application * ☐ Yes ☒ No

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

Please enter the reference you were presented with when submitting your first form for this licence application *

KPL

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

Is this the first form you are submitting for this licence application *

How many children/young people are you uploading details for on this online application form? (please ensure all of these children are included in the performance licence spreadsheet that you will be asked to upload below) *

Select...

2
3
4
5
6
7
8
9
10

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

[Applicant details](#)

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

[Performance company details](#)

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

How many performances are you applying for? *

☐ One

☐ More than one

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

How many performances are you applying for? *

☒ One

☐ More than one

What is the date of the performance? *

dd/MM/yyyy

Please upload the following documents:

Copy of safeguarding policy

Copy of risk assessment

« July 2018 »						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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

How many performances are you applying for? *

☐ One

☒ More than one

How many performances will there be? *

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

Please provide the date range from first performance to the last.

Date range (from) *

Date range (to) *

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](#)

Name of child

Please upload the relevant child information pack as a zipped file.

This must contain the following:

- standard child performance and activities licence application form part 2
- scanned copy of birth certificate or passport
- photograph (taken within the last 6 months and showing head and shoulders only)
- copy school permission.

Upload your zip file document *

Drop files here to upload -