

Guidance for submitting an online Performance Licence Application for more than one child

- Multiple licence application -

Use the same [online performance licence application form](#) for both single and multiple licence applications.

The form will allow you to enter the details of up to 10 children at a time therefore for performances with more than 10 children you will need to submit more than one online form.

[Using the form for performances with 2 – 10 children:](#)

1. Locate the 'Child details form', complete and save ready for upload
2. Select 'multiple'
3. Click 'no' as you will only be submitting one form
4. Enter the number of children you are applying for

Licence details

Is this form for a single or multiple licence? * Single Multiple

Have you submitted a previous online form in relation to the same performance licence? Yes No

How many children/young people is this whole application for? Please ensure all of these children are included in the performance licence spreadsheet that you will be asked to upload later in this form.

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

You may only upload the details of up to 10 children per online form. If you wish to apply for more than 10, you must submit this form and keep a note of your reference number. Please then complete further forms with up to 10 children/young people on each until they are all accounted for. You must quote your first reference number on all forms. For clear guidance on how to use this form please read our guidance (LINK)

5. Complete the applicant details section
6. When you reach the child details section you will see there is the correct number of sections for the number of children you are applying for. Ensure you upload all of the relevant documentation
7. Complete the Performance/company details section. Here you will upload the child details spreadsheet you completed and saved earlier, along a number of other documents.
8. Before you submit your form click 'printable version' so you have a copy of your form and unique reference number for future reference. Remember to then click 'submit' or your application will not be received....

Submit

Printable Version

Cancel

Using the form for performances with 11 and more children

In this example the licence is for 15 children, therefore I would need to submit one form with 10 children and another form for the remaining 5

1. Locate the 'Child details form', complete and save ready for upload
2. Select 'multiple'
3. Click 'no' as this is the first form of your application
4. Enter the number of children you are applying for overall
5. Enter the number of children you will be uploading details for on this form

Licence details

Is this form for a single or multiple licence? *

Single Multiple

Have you submitted a previous online form in relation to the same performance licence?

Yes No

How many children/young people is this whole application for? Please ensure all of these children are included in the performance licence spreadsheet that you will be asked to upload later in this form.

15

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

10

You may only upload the details of up to 10 children per online form. If you wish to apply for more than 10, you must submit this form and keep a note of your reference number. Please then complete further forms with up to 10 children/young people on each until they are all accounted for. You must quote your first reference number on all forms. For clear guidance on how to use this form please read our guidance ([LINK](#))

6. Complete the applicant details section
7. When you reach the child details section you will see there is the correct number of sections for the number of children you are applying for. Ensure you upload all of the relevant documentation
8. Complete the Performance/company details section. Here you will upload the child details spreadsheet you completed and saved earlier, along a number of other documents
9. Before you submit your form click 'printable version' so you have a copy of your form and unique reference number for future reference. Remember to click 'submit' though or your application will not be received



10. **Keep a safe note of the reference number** that appears on screen once you have submitted, this will also be on your PDF copy you will need this for your next form

Now....submit another form with further child details

11. Navigate back to a blank online performance licence application form
12. Again select 'multiple'
13. This time select 'yes' as you have submitted a previous form for this application

14. Enter the reference number from your first form (starts with KPL) when prompted, **this is essential** for ensuring all of your linked forms are counted as one application
15. Enter the total number of children your entire application is for
16. Enter the number of children you are uploading details for on this form – this could be the remaining few or another 10, you may still need to submit further forms.

Licence details

Is this form for a single or multiple licence? * Single Multiple

Have you submitted a previous online form in relation to the same performance licence? Yes No

Please provide the reference number of the FIRST form you completed for this performance licence (reference number starts with KPL) *

How many children/young people is this whole application for? Please ensure all of these children are included in the performance licence spreadsheet that you will be asked to upload later in this form.

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

17. Complete the applicant details section
18. When you reach the child details section you will see there is the correct number of sections for the number of children you are applying for. Ensure you upload all of the relevant documentation
19. Complete the Performance/company details section. Here you will upload the child details spreadsheet you completed and saved earlier, along a number of other documents
20. Before you submit your form click 'printable version' so you have a copy of your form and unique reference number for future reference. Remember to then click 'submit' or your application will not be received

Submit | **Printable Version** | **Cancel**

In this example there were 15 children in the application, you may have more, if so you will need to submit subsequent forms until details for all children have been uploaded.

Please quote the first reference number on all forms and ensure your child details **spreadsheet lists all children** in the performance and is attached to your first application.

On your first form you must upload the [Performance Licence Children's Details spreadsheet](#) which contains the details of all children you intend to licence through this application.

When you submit your first form you will see a reference number on screen, you must keep note of this as you will need to enter it on all subsequent forms connected with this application.