

PLEASE COMPLETE THE APPLICATION IN CAPITAL LETTERS

Milton Keynes City Council
 Licensing, Civic, 1 Saxon Gate East, Milton Keynes, MK9 3EJ
 email: licensing@milton-keynes.gov.uk tel: 01908 252800

PART 1 - To be completed by Employer: Please PRINT & Fill in ALL Sections.

| | | | |
|---|--|-------------|--|
| Company Name | | | |
| Company address | | Post Code: | |
| Company email: (Licence sent electronically) | | Tel No: | |
| Nature of business: | | | |
| Nature of work: | | | |
| Location of work: | | Start Date: | |

| SCHEDULE OF EMPLOYMENT (Please state actual hours of proposed employment) | | | | | | | | | | | | |
|---|----------------|-------|-----------------------|---------|-------|--|-------|-----------------------|---------|-------|--|--|
| 1 hour break required after 4 hours continuous work | | | | | | | | | | | | |
| | SCHOOL WEEK | | | | | SCHOOL HOLIDAYS | | | | | | |
| | 12 hrs Maximum | | | | | Max. 25 hrs ages 13/14 and 35 hrs ages 15/16 | | | | | | |
| | FROM am | TO am | L U N C H | FROM pm | TO pm | FROM am | TO am | L U N C H | FROM pm | TO pm | | |
| MONDAY | | | | | | | | | | | | |
| TUESDAY | | | | | | | | | | | | |
| WEDNESDAY | | | | | | | | | | | | |
| THURSDAY | | | | | | | | | | | | |
| FRIDAY | | | | | | | | | | | | |
| SATURDAY | | | | | | | | | | | | |
| SUNDAY | | | | | | | | | | | | |

RISK ASSESSMENTS - (1) look for hazards (2) decide who might be harmed (3) evaluate the risks deciding whether the existing precautions are adequate or should be amended (4) record your findings & keep on file (5) review your assessment periodically & revise when necessary (6) pay particular attention to the child's lack of experience, training & supervision needs (7) you are legally required to advise the child's parent/s that a risk assessment has taken place. Risk assessment forms are available via the NNCEE website (www.nncee.org.uk)

I, the employer, confirm that an appropriate RISK ASSESSMENT, taking into account the child's age, has been carried out. (Management of Health & Safety at Work Act 1999)

Signature: _____ Print Name: _____ Date: _____

A copy of the Risk assessment is attached with this application (this is required for each application unless otherwise agreed).

PART 2 - To be completed by the Parent or Legal Guardian: Fill in ALL Sections in Block Capitals

| | | | | |
|---|--|---|----------------|--|
| Child Name | | MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> | Date of Birth: | |
| Parents/Guardian Email: (Licence sent electronically) | | Tel No | | |
| Home address | | Post Code: | | |
| School Name: | | School Year: | | |
| Has he/she seen a Doctor in the last 12 months? If so, for what reason? | | | | |

It is a requirement in law that your child is fit to carry out the requirements of the job in question. In the majority of cases your signature will be sufficient however the Council reserves the right to require a medical examination of the child before issuing an employment permit.

I confirm that, in my opinion, the above job would not jeopardise my child's health, welfare or ability to take full advantage of her/his education. I thereby give my permission for this employment.

Signature: _____ Mr Mrs Miss Ms Print Name _____ Date: _____

SUMMARY OF REGULATIONS

- ✗ No child under the age of 13 may be employed.
- ✓ Young people may only do light work.
- ✓ A young person must hold a work permit for each employment. The employer must apply for a work permit within one week of employing a young person.
- ✓ Each year all young people must have a 2 week period free from employment during their school holidays.
- ✓ Every young person requires a work permit whilst they are of compulsory school age. Young people are of compulsory school age **until the last Friday of June of the school year** (1st September to 31st August) in which they have their 16th birthday.
- ✓ Employment must not be harmful to school attendance or to a child's safety, health or development.

HOURS OF EMPLOYMENT

No child shall be employed during school hours, or before 7am or after 7pm on any day.

Term Time

Maximum 12 hours in a week

Maximum of 2 hours on any school day;

either 1 hour before and 1 hour after school or 2 hours after school

Saturday maximum of 5 hours (1 hour break required after 4 hours continuous work)

Sunday maximum 2 hours

Holidays

Maximum of 25 hours per week

Maximum 5 hours per day (4 hours and then 1 hour break)

Sunday maximum 2 hours

**Age
13 - 14**

13 YEAR OLDS – Are allowed to undertake 'light work in one or more of the specified categories;

| | | | |
|---------------------------|----------------------------|--------------------------------|--------------------|
| Café or restaurant | Hotel Domestic Work | Office Work | Agriculture |
| Hairdressing | Newspaper delivery | Non Commercial Car Wash | |
| Horticulture | Riding stables | Shop Work | |

Term Time

Maximum 12 hours in a week

Maximum of 2 hours on any school day

either 1 hour before and 1 hour after school or 2 hours after school

Saturday maximum of 8 hours (1 hour break required after 4 hours continuous work)

Sunday maximum 2 hours

Holidays

Maximum of 35 hours per week

Maximum 8 hours per day (4 hours and then 1 hour break)

Sunday maximum 2 hours.

**Age
15 - 16**

Prohibitive Work List for ALL CHILDREN REGARDLESS OF AGE

- ✗ to deliver milk
- ✗ to deliver fuel oils
- ✗ in a commercial kitchen
- ✗ in a slaughterhouse or any part of a butcher's shop
- ✗ in any work higher than 3 metres above the ground or floor level
- ✗ to collect or sort refuse
- ✗ to collect money or to sell or canvass door to door
- ✗ in employment involving harmful exposure to physical, biological or chemical agents
- ✗ in any work involving exposure to adult material or situations unsuitable for children
- ✗ in telephone sales
- ✗ in a cinema, theatre, dance hall or night club, except in connection with a performance given by children, for which a licence has been granted or that falls under an exemption for a licence
- ✗ in alcohol on licensed premises (normally)
- ✗ in a premises licensed for gambling (normally)
- ✗ at any machine prescribed as dangerous
- ✗ at a fairground or arcade

Please refer to the Council byelaws / legislation for the comprehensive list of restrictions.