

Permit Number
(FOR USE BY LOCAL AUTHORITY)



WHEN COMPLETED
PLEASE RETURN TO: - Child Employment Team
Surrey County Council
Quadrant Court
35 Guildford Road
Woking
GU22 7QQ

OR
Email: childemployment@surreycc.gov.uk

EMPLOYMENT OF CHILDREN - WORK PERMIT APPLICATION FORM

A **INTRODUCTION**

(Please complete form in BLOCK letters)

The regulations surrounding the employment of children are controlled by the Children and Young Persons Act 1933 and Surrey County Council (Employment of Children) Byelaws 1999. Surrey County Council Byelaws regulate the employment of compulsory school aged children over the age of 13 and specify conditions under which such children may be issued with an Employment Permit. Prosecution may result from a breach of these Byelaws a copy of which may be obtained from the Child Employment Team. **This form should be read in conjunction with the Byelaws, which act in support of the main legislation under S.18 Children & Young Persons Act 1933.** These regulations relate to children from 13 years to the end of compulsory school age. A child remains of compulsory school age until the last Friday of June in the academic year in which they reach the age of 16 years.

B **CHILD INFORMATION**

- 1. Legal Name of Child: Surname..... Other Names.....
- 2. Address (inc. Postcode).....
.....
- 4. Current School
- 5. Date of Birth..... 3. Parent/Guardian Contact Number.....
- 6. Place of Employment (address).....
.....
- 7. General Tasks of Employment

I consent to the employment as detailed in this application and confirm that my child is fit to undertake this work and it will not put at risk my child's health, welfare or ability to take full advantage of his/her education. I confirm the child has had no past illness other than minor childhood ailments, has not been absent from school on account of illness for more than two weeks at a time during the past three years and is not at present receiving any regular treatment prescribed by a doctor. This child is not otherwise employed.*

* If the child had or has such an illness, or is already employed at any other time please give details on a separate sheet. If you have any concerns about the medical fitness of your child you are advised to consult your GP.

I confirm that the employer has provided me and my child with an up to date risk assessment.

Signature of Parent/Guardian Date

Print Name..... Email
(required for copy of issued work permit to be sent)

Surrey County Council reserves the right to request a child seeking employment to be medically examined. A permit may not be issued in these circumstances until a declaration of the child's fitness to be employed in the given work, has been received from the examining authority. Such examination will be at the expense of the child's parent or guardian.

Copies of the Surrey County Council Local Authority Byelaws and further information regarding permitted employments are available from the Child Employment Team:

Telephone: 01483 517838 or E-mail: childemployment@surreycc.gov.uk Or www.surreycc.gov.uk/childemployment

DATA MANAGEMENT Information about how we handle the data you provide can be found at:
<https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notice/children-families-lifelong-learning-and-culture>

C NOTIFICATION BY EMPLOYER

The following abridged information has been provided for the benefit of Traders or others who wish to employ children in permitted employment.

The Children & Young Persons Act 1933 places restriction on children being employed before 0700 and after 1900 hours.

MINIMUM AGE

No child under the age of 13 years shall be employed.

HOURS OF WORK

School Days

On school days employment shall be limited to a maximum of two hours a day: either one hour between 0700 and 0830 hours and one hour between the end of school and 1900 hours, or two hours between the end of school and 1900 hours.

No child may work more than 12 hours in a school week.

Saturdays and School Holidays

During Saturdays and School Holidays:-

a) A child aged 13 or 14 years may be employed for a maximum of five hours per day subject to a maximum of 25 hours per week

b) A child aged 15 or 16 years may be employed for a maximum of eight hours per day subject to a maximum of 35 hours per week

The total hours are exclusive of intervals for rest where these exceed 15 minutes.

Sundays

On Sundays, employment of children shall be **limited to two hours** between 0700 and 1900 hours.

Note:- 1)The Children (Performances) Regulations 1968 provide that no child taking part in performance for which a licence is required by section 37 of the Children and Young Persons Act 1963 may be employed in any other occupation on the day or days of that performance or the following day. This does not prevent children taking part in performances under the provisions of a licence granted in accordance with the Children & Young Persons Act 1963 and associated regulations.

2)Street Trading - Street Trading is regulated under Section 20 of the Children & Young Persons Act 1933 which provides that no child may engaged in street trading unless authorised to do so by the local authority byelaws - the Surrey County Council byelaws do not authorise street trading and it remains prohibited.

D APPLICATION FOR EMPLOYMENT PERMIT

1. Do you require the named child to work on a shift rota? (not necessarily the same day every week) YES / NO
2. Do you anticipate employing this child in school holidays? YES / NO
3. Time of Employment

HOURS/DAYS TO BE WORKED DURING SCHOOL TERM

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
AM														
PM														

HOURS/DAYS TO BE WORKED DURING SCHOOL HOLIDAYS

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
AM														
PM														

4. Name of Employer
5. Nature of Employer's Business.....
6. Address (inc. Postcode).....
.....
7. Contact Number..... Date Employment Effective From.....

I hereby apply for an Employment Permit for the above named child to employed as described above. I understand that I am required to carry out a risk assessment for this child. I confirm that this has been done and a copy of the risk assessment has been provided to the child and their parent/guardian.

Signature of Employer..... Date

Print Name: Job Title:

Email
(THIS MUST BE SUPPLIED – ISSUED WORK PERMITS WILL BE SENT TO THIS EMAIL ADDRESS)