

Children & Young Persons Act 1933 s.18  
Children (Protection at work) Regulations 1998

Staffordshire County Council  
Targeted Services  
Child Employment  
Staffordshire Place 1  
Tipping Street  
Stafford ST16 2DH  
Tel 01785 277409

APPLICATION FORM FOR A CHILD EMPLOYMENT LICENCE Email: [EW.statutoryactions@staffordshire.gov.uk](mailto:EW.statutoryactions@staffordshire.gov.uk)

This form must be completed by the EMPLOYER and counter signed by the child's parent/legal guardian.

Name of Child (In Full)..... M/F

Address.....

.....Post Code.....Tel.....

Date of Birth .....Age.....School.....

Name of Employer/Agent .....

Employer Address.....

.....Post Code.....Tel.....

Head Office Name & Address If Applicable.....

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Nature of Business.....

Nature of Child's Duties (Describe EXACTLY what work the child will do –see Byelaws overleaf) If it is a paper round please specify if by foot or by bicycle, and enclose a copy of the **Risk Assessment** if by bicycle.

**HOURS OF WORK TERM TIME:** No more than 12 hours per school week (See Byelaws overleaf)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday(Max 2 hours)
From							
To							
From							
To							

**HOURS OF WORK IN HOLIDAYS:** Max. 25 hours aged 13-14. Max. 35 hours aged 15-16.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday(Max 2 hours)
From							
To							
From							
To							

Does this child currently have another part time job YES/NO? If YES please give the employer name and address.....

I certify that the above details are correct and that I have carried out the required Risk Assessment under the Health and Safety (Young Persons) Regulations 1997.

Date Employment Commenced.....

Signed Employer.....Name.....Date.....

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**PARENTAL DECLARATION** (to be signed in all cases)

I confirm that the above named child is **aged 13 or over** and that the date of birth is correct. I am aware of the nature of the proposed employment. I consent to him/her being employed as indicated, and consider him/her medically fit to work. (If you are unsure, please consult your family doctor first).

Signed ..... Name.....

Relationship to child ..... Date.....

If possible, this form should be signed by someone with parental responsibility for the child under the Children Act 1989.

STAFFORDSHIRE COUNTY COUNCIL  
1998 Employment of Children Bye-Laws summary

It is the responsibility of the employer to ensure that the details overleaf are supplied to the Local Authority within ONE WEEK of the child starting work.

The unlicensed employment of children of compulsory school age is an offence.

These rules cover all children of compulsory school age, who are employed in **Staffordshire**. The rules DO NOT end as soon as the child is 16 but apply until the last Friday in June in the school year in which he/she becomes 16. They apply to all work done for a commercial business, including the parent's own business, whether or not the child is paid for the work they do. They do NOT apply to jobs like babysitting where there is no commercial employer involved.

**AGE** No child may be employed under the age of 13

**WORK** The kind of work which children can do is very tightly controlled by national and local regulations.  
All work must be "light duties ONLY", and not interfere with the child's education.

13 year olds can ONLY do a job on the permitted list (newspapers, shops, etc.)

Many kinds of work are prohibited to **ALL** children

- Factories and any other "industrial undertaking"
- The sale or delivery of alcohol (except in sealed containers)
- Betting and gaming (16 year olds may sell National Lottery Tickets)
- Delivery and distribution of milk
- The preparation of food in any commercial kitchen (chip shop, burger bar, café, etc)
- Collecting money or canvassing door to door.
- Work involving exposure to "adult" material
- Fairground and amusement arcades
- Personal care of residents in nursing homes
- Street trading

This is not the full list. If there is any question of the work being illegal, dangerous, or otherwise prohibited, further information may be requested before a licence is issued.

**HOURS** These are tightly defined and cannot be varied.

No child may work before 7am or after 7pm on ANY day, (incl. school holidays)

No child may work more than 12 hours in any school week (including the weekend)

On school days a child may work a maximum of 2 Hours, either 2 hours after school (before 7pm) or one hour before school (after 7am) and one hour after school (before 7pm)

On Saturdays and school holidays:

Children aged 13/14 can work up to 5 hours a day (max. 25 per week in school holidays)

Children aged 15/16 can work up to 8 hours a day (max. 35 per week in school holidays)

No more than 4 hours without a one hour break. A child who works the whole year must have a two week consecutive break at either Easter or in the summer.

On Sundays a child may only work a maximum of 2 Hours between 7am and 7pm

A COPY OF THE FULL BYELAWS IS AVAILABLE ON REQUEST.

THIS IS NOT A COMPLETE STATEMENT OF THE LAW ONLY A SUMMARY

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FOR OFFICE USE ONLY: Licence No:  
GRANTED /NOT GRANTED

Issued By:

Date.....

The information you supply will be held on a database and processed in accordance with the Data Protection Act 1998. Information may be shared with other local authorities.

