

**Child Employment Act 2003**  
**Application for**  
**Child Employment Permit**  
**(Entertainment including advertising)**

Office use only

Department of Economic Development, Jobs, Transport & Resources - Child Employment  
Level 16, 1 Spring Street Melbourne VIC 3000  
1800 287 287 <http://www.business.vic.gov.au/childemployment>

**Lodgement**

**Please print and complete this form in block letters using a black or blue pen.**

**Parental Consent form** and **School Exemption form** will also need to be printed and completed.

**If you intend to post or fax this form please use the details provided below:**

Department of Economic Development, Jobs, Transport & Resources  
Child Employment  
GPO 2392  
Melbourne VIC 3001

**Fax:** 03 9651 9703

**If you intend to email this form please scan the completed form and send it to the email address provided below:**

**Email:** [childemployment@ecodev.vic.gov.au](mailto:childemployment@ecodev.vic.gov.au)

**Do you need to complete this form?**

This form is to be completed by the proposed employer of a child/children under 15 years in the entertainment industry to apply for a permit to employ that child/children. Entertainment means any form of entertainment and includes singing, dancing or acting, playing a musical instrument, appearing in a radio, television, film or internet program or production, modelling, appearing in promotional events or advertising, working as a photographic subject whether still or moving, working in or in relation to a circus, taking part in a performance that is recorded for use in a subsequent entertainment or exhibition, working in musical theatre, plays, operas or other live entertainment, performing in a shopping centre and preparatory activities to the entertainment except screen tests before the child is booked and casting walk-ons.

**Are you applying for a blanket or non-blanket permit?**  Blanket permit  Non-blanket permit

A Blanket Permit is issued for a fixed period to an employer in the entertainment industry when the employer believes it is likely that they will employ a particular child or children on more than one occasion but the details of each engagement is not yet known. The engagements must relate to the same form of entertainment and the same type of work and would generally be of 1-2 hours duration.

The blanket permit allows for additional information (in the form of an Application for Supplementary Permit (ASP)) to be provided to Child Employment Officers about individual instances of employment, prior to the engagement commencing. Upon receipt of the ASP Child Employment Officers will assess the proposed employment and if suitable issue a Supplementary Permit which is forwarded to the employer.

A blanket permit can be granted for a maximum of 24 months, or 12 months if any employment is to occur during school hours. If the employment will occur during school hours, the maximum number of engagements per child, per term must not exceed 8.

**Are you lodging your application via Option A or Option B?**  Option A  Option B

Option A allows an employer to obtain parental consent and school exemption (if applicable) separately from the Permit application. The parental consent and school exemption are retained by the employer as a record. The permit application must be completed and forwarded to DEDJTR via email, fax or post.

Option B means an employer must obtain parental consent and school exemption (if applicable) and forward these documents with the permit application to DEDJTR either by email, fax or post.

## Applicant details

### Prospective employer

Trading name

If the employer (applicant) has an ABN please provide the number

If the employer (applicant) is an individual please provide the required data below:

Title  Surname  Given name 1  Given name 2

If the employer (applicant) is a company please provide the Company/Partnership name below:

Company/Partnership name

### Business address

Street address

Suburb / Town  State  Postcode

### Postal address

Same as business address

PO Box

Street address

Suburb / Town  State  Postcode

### Business contact details

Please provide at least one phone number

Business phone  Mobile  Fax

Email

### Officer or company representative

Title  Surname  Given name 1  Given name 2

Position held

### Address

Street address

Suburb / Town  State  Postcode

### Officer or company representative contact details

Please provide at least one phone number

Business phone  Mobile  Fax

Email

## Child details

**You may include up to 50 children by printing multiple copies of this page.**

### Child information

Child No.

Surname

Given name 1

Given name 2

Date of birth

Gender  Male  Female

### Home address

Street address

Suburb / Town

State

Postcode

Country (if other than Australia)

### Parent/Guardian information

Title

Surname

Given name 1

Given name 2

Relationship to child (Parent/Legal guardian)

### Home address

Same as child's address

Street address

Suburb / Town

State

Postcode

Country (if other than Australia)

### Contact details

Please provide at least one phone number

Home phone

Mobile

Email

### School information

Is the child of compulsory school age?  Yes  No

Is the child home schooled?  Yes  No

If the child is of compulsory school age and is home schooled, you will need to attach supporting documentary evidence to this application.

If the child is of compulsory school age and is **not** home schooled, you will need to provide information below.

School contact (Principal or other)

Name of school

Street address

Suburb / Town

State

Postcode

Phone Number

Email

### Casting/Talent agency information

Is the child engaged through a casting or talent agency?  Yes  No

If yes, please provide information below.

Agency name

Agency type

Casting

Talent

Please provide at least one phone number:

Business phone

Mobile

## Employment details

If you are applying for a **blanket permit**, please provide information below:

Is the employment related to advertising?  Yes  No

Please provide name of production, product or catalogue

**Intended workplace address of the child/ren (if known)**

Same as business address

Property name/Building name

Property location/Building location

Street address

Suburb / Town

State

Postcode

Business trade or occupation carried on at the workplace (if known)

Duties to be performed by the child/ren

Date for which permit sought (maximum of 24 months, or 12 months if any employment may occur during school hours)

From

To

Employment will be during

School term  School holidays  Both

Employment will be

During school hours  Outside school hours  Both

Intended hours of employment (if known). If employment is to occur during school hours, supplementary permit applications attaching to a blanket permit are limited to 8 engagements per term and a maximum of 2 hours per duration per engagement

Total remuneration to be paid

If you are applying for a **non-blanket permit**, please provide information below:

Name of production, product or catalogue

Is the employment related to advertising?  Yes  No

**Intended workplace address of the child/ren**

Same as business address

Property name/Building name

Property location/Building location

Street address

Suburb / Town

State

Postcode

Business trade or occupation carried on at the workplace

Duties to be performed by the child/ren

Details of any high risk activities (indicators of higher risk may include: stunts and special effect, external locations, working at height or with/near moving equipment, larger groups of children, babies and toddlers, adult themes)

Date for which permit sought (maximum of 24 months, or 12 months if any employment may occur during school hours)

From  To

Employment is during  School term  School holidays  Both

Employment is  During school hours  Outside school hours  Both

### Intended hours of employment

Please provide details of intended hours of employment, including days and times to be worked

Have you attached a schedule?  Yes  No

Total remuneration to be paid

### Assessment material

To assist Child Employment Officers to assess the proposed employment and accelerate the processing of your application, please attach the following information if applicable and available:

Assessment material can be Call sheets, Scripts, Story boards, Safety reports etc.

### Undertaking

I, as an officer/company representative of the Employer:

- agree that the Employer is to comply with all provisions of the Child Employment Act 2003, the Child Employment Regulations 2014, the Mandatory Code of Practice for the Employment of Children in Entertainment 2014, all conditions of the permit, and that all details I have provided above relating to the employment are true and correct.
- undertake to ensure that the child's parent/guardian signs the parental consent form, consenting to the proposed employment prior to the employment commencing and a copy is retained by me.
- undertake that if any of the employment is to occur during school hours, an exemption from school attendance is granted prior to the employment commencing and a copy retained by me.
- undertake to ensure that the child/children is directly and adequately supervised at all times in the employment by a person who has a current Working With Children check card (unless exempt from the requirement under section 19B of the Child Employment Act 2003)
- agree to comply with all record keeping requirements.

I understand that offences under the Child Employment Act 2003 carry penalties of up to 100 penalty units.

By ticking this checkbox I confirm that I have read and understood all the statements above

Full name of person completing this application (officer/company representative)

Signature of person completing this application

Date

### Privacy statement

The Department of Economic Development, Jobs, Transport & Resources (DEDJTR) through Employment Information and Compliance is collecting your personal information or the personal or health information of the child named in the form so that it can assess whether it will approve your application for child employment.

DEDJTR might also use this information to contact you again with further or updated information about child employment. DEDJTR will not disclose your personal information or your child's health information without your consent to any person or organisation unless it is allowed to do so by law.

You may choose not to provide your personal information or the personal or health information of the child named in the form.

However, this may impact on Child Employment Officer's ability to assess your application or provide further information to you. For more information on how DEDJTR handles your personal or health information, see the DEDJTR privacy statement at:

[www.ecodev.vic.gov.au](http://www.ecodev.vic.gov.au)

## Feedback

To provide comments, feedback or suggestions for improvement, please email: [childemployment@ecodev.vic.gov.au](mailto:childemployment@ecodev.vic.gov.au)