



## EMPLOYMENT PERMIT APPLICATION FORM

Children and Young Persons Act 1933, 1963

This form is to be used by employers who wish to employ young people in accordance with Stockport Byelaws on Child Employment. Completion of this form is the employer's responsibility.

Prospective employers, before employing a young person must have checked that the young person is not prohibited from that work activity.

A young person is employed when s/he assists with any business which is carried out for profit, whether the child is paid or not. This also applies when children assist with a family business.

A young person can undertake light work from the age of 13. All young people who are employed need an Employment Permit until they are no longer of compulsory school age.

A child is of compulsory school age until the last Friday in June of the school year that they reach the age of 16.

### Permitted Hours of Work

- **A child must be given a break of not less than one hour after 4 hours continuous work.**
- **A child cannot be employed until they are 13 years old.**
- **No child can work before 7am or after 7pm.**
- **No child of any age may be employed for more than 2 hours on a Sunday, neither during school term nor during the school holidays.**

	Maximum Daily Hours				Maximum Weekly Hours	
	School Days	Saturday	Sunday	School Holidays	School Term	School Holidays
Age 13+14	2 hours	5 hours	2 hours	5 hours	Maximum 12 hours	Maximum 25 hours
Age 15+16	2 hours	8 hours	2 hours	8 hours	Maximum 12 hours	Maximum 35 hours

Further advice is available from the Education and Careers Advice Service on the telephone number below:

**This completed form, with a *copy of the child's birth certificate* should be sent to:**

**Employment Permit Application  
Stockport Council  
Education and Careers Advice Service  
Central House  
Grand Central  
Stockport  
SK1 3TA**

Tel: 0161 218 1106

Email: [education.welfare@stockport.gov.uk](mailto:education.welfare@stockport.gov.uk)



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**Children and Young Persons Act 1933 and 1963 (as amended)**  
**Stockport Metropolitan Borough Council Byelaws with Respect to the Employment of Children (2002)**

### Restrictions on the employment of all children in Stockport

#### No child is allowed to work:

- under the age of 13
- before 7.00am or after 7.00pm on any day
- for more than 2 hours on a school day or a Sunday
- for more than one hour before the start of school on any school day
- in any work other than "light work"
- for more than twelve hours in any week in which s/he is required to attend school
- for more than four hours without a break of not less than one hour

#### No child is allowed to work in any of the following categories:

- a) in a cinema, theatre, discotheque, dance hall or night club (except if the young person has been granted a performance licence)
- b) to sell or deliver alcohol except in sealed containers
- c) to deliver milk
- d) to deliver fuel oils
- e) in a commercial kitchen
- f) to collect or sort refuse
- g) in any work which is more than three metres above ground level or in the case of internal work, more than three metres above floor level;
- h) in employment involving harmful exposure to physical, biological or chemical agents
- i) to collect money, sell or canvass door to door;
- j) in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
- k) in telephone sales
- l) in a butcher's shop where meat is prepared for sale, in any abattoir or slaughterhouse
- m) as an attendant or assistant in a fairground or amusement arcade
- n) in any residential care home or nursing home

An interpreting service is available, if you need help with this information.

Please telephone Stockport Interpreting Unit on 0161 477 9000. Email: [eds.admin@stockport.gov.uk](mailto:eds.admin@stockport.gov.uk)

تتوافر لدينا خدمة مثيرة للاهتمام فاذا كنت في حاجة لفهم هذه المعلومات باللغة العربية يرجى الاتصال بوحدة الترجمة في ستوكبورت  
على الرقم التالي: [Eds.admin@stockport.gov.uk](mailto:Eds.admin@stockport.gov.uk) أو على البريد الإلكتروني: [01614779000](mailto:01614779000)

এই তথ্য বাংলা ভাষায় বুঝতে সাহায্যের দরকার হলে ইন্টারপ্রিটারের (দোভাষীর) ব্যবস্থা আছে। দয়া করে  
স্টকপোর্ট ইন্টারপ্রিটিং ইউনিটে ফোন করুন: 0161 477 9000 বা ইমেইল করুন: [eds.admin@stockport.gov.uk](mailto:eds.admin@stockport.gov.uk)

如果你需要他人為你解釋這份資料的內容，我們可提供傳譯服務，

請致電 0161 477 9000 史托波特傳譯部。電郵 [eds.admin@stockport.gov.uk](mailto:eds.admin@stockport.gov.uk)

اگر در مورد این اطلاعات احتیاج به کمک داشتید خدمات مترجمی رایگان موجود است لطفاً با سازمان مترجمی استاکپورت با شماره تلفن و یا  
01614779000 ایمیل آدرس زیر تماس بگیرید. [eds.admin@stockport.gov.uk](mailto:eds.admin@stockport.gov.uk)

Jeśli potrzebujesz pomocy z tą informacją dostępne są darmowe usługi tłumaczeniowe. Prosimy dzwonić  
do Wydziału Tłumaczeń w Stockport pod numer 0161 477 9000. Email: [eds.admin@stockport.gov.uk](mailto:eds.admin@stockport.gov.uk)

اگر آپ کو ان معلومات کے ساتھ مدد درکار ہے تو انٹرپرائزنگ سروس (ترجمانی کی خدمات) دستیاب ہے۔ براہ مہربانی سٹاکپورٹ انٹرپرائزنگ یونٹ  
کو 0161 477 9000 پر ٹیلیفون کریں۔ ای میل: [eds.admin@stockport.gov.uk](mailto:eds.admin@stockport.gov.uk)



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<b>Section 1: Employment Details</b> (To be completed by the employer)	
<b>Business Name</b>	
<b>Nature of Business</b>	
<b>Business Address Including Postcode</b>	
<b>Contact Number</b>	
<b>E-Mail</b>	
<b>Place of Work</b> (if different to address above)	
<b>Description of duties to be undertaken:</b>	
<b>Start Date</b>	
<b>Section 2: Employer Declaration</b> (To be completed by the employer)	
<p>I confirm that I, the employer, have undertaken a risk assessment fully complying with the requirements of Regulation 3 of The Management of Health and Safety at Work Regulations 1999, and that in accordance with these regulations I have taken particular account of the inexperience, lack of awareness of risks and immaturity of young persons. I confirm that the findings of that Risk Assessment have been supplied to the parent of the child in respect of whom this application is made.</p> <p>NB if employing 5 or more people (of any age) findings should be recorded in writing and copies available for inspection.</p> <p>I also confirm that I have complied with all legal obligations relating to the provision of compulsory employers' liability insurance imposed by the Employers' Liability (Compulsory Insurance) Act 1969, the Employers' Liability (Compulsory Insurance) Regulations 1999 and any other relevant legislation.</p> <p>PLEASE BE AWARE THAT A PERSON WHO EMPLOYS A CHILD IN CIRCUMSTANCES WHICH CONTRAVENE THE RULES IMPOSED BY LEGISLATION AND LOCAL AUTHORITY BYELAWS COMMITS A CRIMINAL OFFENCE AND MAY BE LIABLE TO PROSECUTION.</p>	
<b>Signature of Employer:</b>	<b>Date:</b>
<b>Please Print Name</b>	



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### Section 3: Young Person's Details (To be completed by the parent or guardian)

<b>Name of Young Person</b>	
<b>Date Of Birth</b>	
<b>Home Address Including Postcode</b>	
<b>Contact Number</b>	
<b>School</b>	
<b>Year Group</b>	

### Section 4: Parental Declaration (To be completed by the parent or guardian)

I confirm that the above named child is physically fit and able to undertake the work for which s/he is to be employed. I am satisfied that a risk assessment has been carried out by the employer and that the results of this have been shared with me.

<b>Signature of Parent:</b>		<b>Date:</b>
<b>Please Print Name</b>		
<b>Email:</b> (To receive a copy of the licence)		

### For Office Use Only

<b>Date Application Received</b>	
<b>Application Approved By</b>	
<b>Attendance %</b>	
<b>Name of YPW doing Site Visit</b>	
<b>Date Permit Issued and Posted</b>	
<b>Notes:</b>	



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**Section 5: Hours of Employment.** To be completed by the employer.

### Hours to be worked during School Term

	From	To		From	To		From	To		From	To		Total Hours Worked (Excluding Breaks)
Monday			<b>REST BREAK</b>			<b>REST BREAK</b>			<b>REST BREAK</b>			<b>REST BREAK</b>	
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
										<b>Weekly Total:</b> (Maximum 12 hours per week)			



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### Hours to be worked during School Holidays

Please Tick if school holiday hours are the same as during school term:

	From	To		From	To		From	To		From	To		Total Hours Worked (Excluding Breaks)
<b>Monday</b>			<b>REST BREAK</b>			<b>REST BREAK</b>			<b>REST BREAK</b>			<b>REST BREAK</b>	
<b>Tuesday</b>													
<b>Wednesday</b>													
<b>Thursday</b>													
<b>Friday</b>													
<b>Saturday</b>													
<b>Sunday</b>													
							<b>Weekly Total:</b> (Maximum 25 hours per week at age 13-14) (Maximum 35 hours per week at age 15-16)						