

# Child Employment Act 2003

## Application for Supplementary Permit (Entertainment)

Office use only

Department of Economic Development, Jobs, Transport & Resources - Child Employment  
Level 35, 121 Exhibition 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.

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 4509  
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 used when a Blanket Child Employment Permit has been issued for a fixed period to an employer in the entertainment industry which allows for additional information to be provided about individual instances of employment, prior to the engagement commencing.

This Application for Supplementary Permit must be submitted with sufficient time for assessment by a Child Employment Officer. The Supplementary Permit must be issued prior to a child commencing employment.

### Applicant details

Employer

ABN

Name of officer/representative making this application

Title  Surname  Given name 1  Given name 2

Position held

#### Contact details

Please provide at least one contact number

Business phone  Mobile  Fax

Email

### Job details

You may include work places by printing multiple copies of this page.

#### Workplace address

Property name / Building name  Property location / Building location

Street address / Postal address

Suburb / Town  State  Postcode

Name of production/product/catalogue

Remuneration

Date of employment

During school term?  
 Yes  No

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 duration per engagement.

Child name	Permit number	During school hours?	Start time (AM/PM)	Finish time (AM/PM)	Total hours
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## Supportive documents

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

- Dressing room and toilet facilities for child/ren
- Details as to what type of clothing and footwear the child/ren will wear
- If apparel shot, how many wardrobes changed will be required?
- Recreational and rest facilities for child/ren
- Food and drink for child/ren
- Any props used by or near child/ren
- Details of any hair styling/makeup applied to the child/ren
- Details of the environment (e.g. if outside of the studio, is it a park, on a beach or a residence?)
- Details of any identified hazards and how these are to be managed
- Any special requirements of the employment not mentioned in the above section

## 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) will use the personal information you have provided to assess your application for Supplementary Permit (Entertainment). DEDJTR may also use this information for statistical, research or law enforcement purposes or in any other manner allowed under the Information Privacy Act 2000. If you do not provide the information required in this form, DEDJTR may be unable to assess your application. If DEDJTR is going to use the information for any additional purpose, DEDJTR will seek the consent of the owners of the personal information.

Visit DEDJTR's website for a copy of its privacy policy: [www.ecodev.vic.gov.au](http://www.ecodev.vic.gov.au)

## Additional information

Under the Child Employment Act 2003, an application for a Supplementary Permit can be refused if the information required (as contained in the Application for Supplementary Permit) is not provided at least 48 hours before the commencement of the occasion of employment to which the information relates.

**Please apply for a Supplementary Permit with sufficient time for assessment by a Child Employment Officer to avoid your application being refused.**