

# Child Employment Act 2003

## Application to vary maximum hours and rest breaks

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

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 may be used to request a variation to a child's maximum employment hours and rest breaks as specified in sections 21 & 22 of the *Child Employment Act 2003*. This form applies to all industries other than the entertainment industry.

Section 21 of the *Child Employment Act 2003* prescribes a child's maximum hours of work and the hours during which they can work.

Section 22 of the *Child Employment Act 2003* prescribes the length and frequency of a child's breaks as well as the minimum rest break between any two shifts.

### Applicant details

Employer

Name of officer/company representative making the request

Title

Surname

Given name 1

Given name 2

Contact details

Please provide at least one contact number

Business phone

Mobile

After hours phone

Fax

Email

## Employment details

### Child information

Surname

Given name 1

Given name 2

Child permit number (if applicable)

Position held by child

Full time

Part time

Casual

Duties of child

### Parent/Guardian information

Title

Surname

Given name

Relationship to child

### Contact details

Please provide at least one contact number

Business phone

Mobile

Fax

Email

### Request details

This request relates to  Hours of work  Rest breaks

Change/s requested

Please state the reason/s for requesting changes to employment hours and/or rest breaks

The change is

Ongoing

Please state period

From

To

One occasion only

## Acknowledgement

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- DEDJTR receiving this information may refuse this application if it becomes evident that information or any supporting document provided is incomplete or false.

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 Economic Development, Jobs, Transport & Resources (DEDJTR) will use the personal information you have provided to assess your application to vary the maximum hours for which you employ a child and/or vary the length and frequency of the employed child's rest breaks. 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

Please apply for the variation required with sufficient time for assessment by a Child Employment Officer to avoid your application being refused.

## Feedback

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