

**Child Employment Act 2003**  
**Application to vary requirements**  
**of the Mandatory Code of Practice**  
**for the Employment of Children**  
**in Entertainment**

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?**

The *Mandatory Code of Practice for the Employment of Children in Entertainment 2014* mandates requirements for the employment of children in entertainment. These requirements may be varied on application in writing.

*Variations* allowable under the Code are restricted and must fall within particular boundaries. You should familiarise yourself with these (see sections 22, 23, 24 and 25 of the *Mandatory Code*) before considering an application for variation.

A *variation* will only be granted where it can be established that the health, education and moral and material welfare of the child will not suffer as a result of the variation.

**Applicant details**

Employer

**Officer or company representative**

Title

Surname

Given name 1

Given name 2

Position held

**Contact details**

Please provide at least one contact number

Business phone

Mobile

After hours phone

Fax

Email

## Child details

*If there is insufficient space, please attach a separate list*

### Child information

Surname  Given name 1  Given name 2

Date of birth  Child permit number (if applicable)

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### Request details

Is the variation requested in regards to a technical week? (see definition in Code)  Yes  No

This request seeks to

- vary the maximum number of days of employment
- vary the maximum hours of employment
- vary the finish time of the employment contained in Tables A & B or section 22 of the Mandatory Code
- vary rest breaks
- vary the maximum hours of combined employment and education in a week
- vary the shifts to be worked in a day
- vary the number of consecutive days of employment

Please describe the variation requested in detail

Please state the exceptional circumstances that have resulted in the request for the variation  
(This section must be completed or your application will not be considered)

First date for which the variation is requested

If the variation is for more than one occasion of employment, list the subsequent dates

### 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 assessment material 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

**PLEASE SEE NEXT PAGE FOR PRIVACY STATEMENT AND ADDITIONAL INFORMATION**

### Privacy statement

The Department of Economic Development, Jobs, Transport & Resources (DEDJTR) through Employment Information and Compliance will use the personal information you have provided to assess your application to vary the requirements of the Mandatory Code of Practice for the Employment of Children in Entertainment 2014. 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

In order to enable an assessment to be made of the merits of the application, please ensure that this application is submitted sufficiently in advance of the work in question. In the ordinary course of events an application for a variation will only be considered during normal business hours.

**If there is an urgent need for a variation to be considered outside of ordinary business hours, please contact the emergency out of hours line on Ph: (03) 9651 9831**

### Feedback

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