

NORTH TYNESIDE COUNCIL
Children and Young Persons Act 1933, North Tyneside Council Byelaws 1998
NOTIFICATION OF CHILD EMPLOYMENT & WORK PERMIT REQUEST

Employer to forward this form **during the first week of employment** to:
 Attendance and Placement Service, North Tyneside Council, 3rd Floor Quadrant East, Cobalt
 Business Park, NE27 0BY. Tel: (0191) 6438392 helen.jordan@northtyneside.gov.uk

Section 1 – To be completed by the Parent/Guardian

Name of Child:
 First Name(s)..... Surname..... Date of BirthM/F.....

Address

Post Code Parent Tel No..... Parent email:.....

School Attended.....

Is this your child's first employment? (if NO, please give details).....

Parental Consent

I have no concerns regarding my child's health, and I am unaware of any medical reason that would prevent him/her from carrying out the proposed employment. The proposed employment would not be detrimental to his/her education or health. The employer has carried out appropriate risk assessment(s) and provided me with copies. I agree to a doctor examining my child if this is thought to be necessary. I understand that the information requested/supplied on this form will be shared with my child's school and copies of the Work Permit will be sent to the employer and my child's school.

North Tyneside Council Privacy Notice available to view: <https://my.northtyneside.gov.uk/category/1001/data-protection>

Name of Parent/Guardian (Block Capitals) Relationship.....

Signature of Parent/Guardian Date

Section 2 – To be completed by the Employer

Start Date:
 (first date of employment)

Name of Employer

Business Address

Post Code Telephone Noemail

Nature of Business

Job Title/Nature of Child's Employment

Place of Child's Employment

Hours of Child's Employment – Not before 7am or after 7pm

Hours worked will be within the restrictions detailed overleaf and will normally be:

During Term Time				
	Before School		After School	
	From	To	From	To
Monday	am	am	pm	pm
Tuesday	am	am	pm	pm
Wednesday	am	am	pm	pm
Thursday	am	am	pm	pm
Friday	am	am	pm	pm
Saturday	Between *am/pm		and *am/pm	
Sunday	Between *am/pm		and *am/pm	

*delete as applicable

During School Holidays				
	am		pm	
	From	To	From	To
Monday	am	am	pm	pm
Tuesday	am	am	pm	pm
Wednesday	am	am	pm	pm
Thursday	am	am	pm	pm
Friday	am	am	pm	pm
Saturday	Between *am/pm		and *am/pm	
Sunday	Between *am/pm		and *am/pm	

I confirm that I have carried out an appropriate risk assessment under the requirements of Management of Health and Safety at Work regulations 1999 and the child's parent(s) has been informed of the findings and control measures introduced to reduce any risk(s).

Signed (Employer) Date

Name (Block Capitals)

**EMPLOYMENT OF CHILDREN & YOUNG PERSONS
North Tyneside Council Byelaws 1998**

THE LAW SAYS

That if I work, the following rules apply until I reach school leaving age*. An application form signed by my parents and employer should be completed and sent to the address below during the first week I start work.

	I can work on:	During the following Hours:
When I am 13/14	School Days	No more than a total of two hours a day during the following periods: <ul style="list-style-type: none"> • In the morning for one hour between 7:00 am and school start time • In the evening between the close of school and 7:00 pm
	Saturdays	5 hours a day between 7:00 am and 7:00 pm
	Sundays	Only 2 hours between 7:00 am and 7:00 pm
	Term Time	Maximum 12 hours in any school week
	School Holidays	5 hours a day Mon-Sat (2 hours on Sunday) between 7:00am and 7:00pm But the total worked in any week must not exceed 25 hours
When I am 15/16	School Days	No more than a total of two hours a day during the following periods: <ul style="list-style-type: none"> • In the morning between 7:00am and start of school • In the evening between close of school and 7:00pm
	Saturdays	8 hours a day between 7:00am and 7:00pm
	Sundays	Only two hours between 7:00am and 7:00 pm
	Term Time	Maximum 12 hours in any school week
	School Holidays	8 hours a day Mon-Sat (2 hours on Sunday) between 7:00am and 7:00pm But the total worked in any week must not exceed 35 hours

YOU MUST NOT WORK DURING STUDY LEAVE, WHEN ABSENT DUE TO ILL HEALTH OR WHEN EXCLUDED

Compulsory School Age Education Act 1996

*A single school leaving date was set for 1998 and all-subsequent years. This is the **last Friday in June** of the school year in which a child reaches age 16 (Year 11), not on reaching 16th Birthday or receipt of NI Number.

Application Forms and a copy of the Byelaws prohibiting certain employments and specifying other conditions may be obtained from:

Attendance and Placement Service, North Tyneside Council, 3RD Floor Quadrant East, Cobalt Business Park, Newcastle upon Tyne NE27 0BY Tel: 0191 643 8392



**North Tyneside
Council**