Body of Persons Approval:

What is a Body of Persons Approval?
It allows children to perform without the need for an individual licence to be issued.

What are the criteria for applying for Body of Persons Approval?
The term ‘body of persons’ refers to more than one person; such an application must only be made where two or more people are responsible for the event. In order for an organisation to be able to apply certain criteria must be met:

1. The group must have complied with licensing provisions and performance regulations for a 3 year period, or have conducted 3 consecutive, properly licensed productions involving children (whichever is the lesser), with no adverse issues raised.
2. All rehearsals and performances must take place in the area covered by Cheshire East Council.
3. The children covered by the Body of Persons Approval must live in the area covered by Cheshire East Council.
4. Children must not require time off school to take part in rehearsals or performances.
5. A child or other person must not receive payment for their part in the rehearsal or performance.
6. None of the organisers of the event should make a personal private profit out of the event.
7. The group must have a child safeguarding policy in place prior to application for Body of Persons Approval being submitted.

Which organisations can apply for Body of Persons Approval?
Organisations such as amateur dramatic societies (where no participant in a performance receives payment. This includes payment to anyone on behalf of a participant in a performance except for reasonable expenses). Operatic societies and small dance schools. An individual person cannot apply.

It is the standing of the organisers of the event, on the occasion of that event, that dictates whether or not they can be treated as a Body of Persons, not the event itself or that any intended profit, or a proportion of the profit, might go to a ‘charity’.

How long does Body of Persons Approval last?
There are two types of approval. An organisation can apply for, and may be granted approval for a period of 12 months. However, if the organisation does not meet the licensing criteria, the approval can be granted on a per production basis. This will be at the discretion of Cheshire East Council.

How does an organisation apply for Body of Persons Approval?
An application form can be obtained from your childemployment@cheshireeast.gov.uk. The application must be submitted at least 21 days prior to a performance.

Who in an organisation can apply for Body of Persons Approval?
The chair of the group can apply, seconded by another member of the group. If the chairman or seconder changes during the period of the Body of Persons Approval, Cheshire East Council must be notified.

What happens if a group has been awarded the approval, then one or more of the children no longer meet the criteria, for example a child requires time off school to take part in a performance?
If a child no longer meets the criteria an individual performance licence application must be submitted for that child. The Approval may still apply to other children within the group.
If an organisation is awarded Body of Persons Approval, what happens next?

Once Cheshire East Council is satisfied that the group has met the criteria, the group will be issued with a certificate which confirms that the Approval has been awarded.

Does the organisation have to notify the local authority each time a performance takes place?

Unless the group have been awarded the approval on a per production basis, the group must provide the local authority with the following information prior to a performance taking place:

- The name, address and date of birth of each child taking part in the performance
- The name of the school or education provision of each child taking part
- The details of the part to be played by each child taking part
- The dates and times of the rehearsals and performances
- The address of the location of each rehearsal and performance
- The names and licensing authority of each chaperone who will be accompanying the children taking part

If the Approval is being awarded on a per production basis, the details of the performance must be submitted with the application form.

What records must the organisation keep?

The group must have the Body of Persons approval available for inspection by an officer of Cheshire East Council. The following information must also be recorded and kept.

- The notification form which advises the local authority that a performance is taking place
- The following information relating to the days that the children are performing:
  - The date of the performance
  - The time that the child arrives and leaves the place of performance
  - The times that the child took part in the performance
  - The time of each rest and meal break
- Details of any injuries or illnesses suffered by a child at the place of performance
- The dates of any medical examinations requested by the local authority
- This information should be kept for a period of 6 months after the performance has ended.

Can the Body of Persons Approval be revoked?

Yes. Cheshire East Council can revoke the Approval if the organisation does not comply with the Grounds of Approval.

What happens if my application is not approved?

An organisation can submit a new application once any issues of concern have been addressed. A Child Entertainment Officer will offer advice and help to address any issues.