

# Application for an Authority to employ children in NSW

On payment, this becomes a tax invoice

Employer details					
Registered name of Company / Trust or name of sole trader or student name:					
Business name/ Trading name (if applicable):					
Former name(s) (if applicable):					
ABN (if applicable):					
Address:					
Postal Address:					
Contact Name					
<small>The contact person must be a permanent employee of the registered company. We may contact this person to verify production information.</small>					
Ph:	Mobile:	Contact Email:			
Has the employer held an Authority in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No				Previous Authority Number:	
Authority Type					
<b>Entertainment &amp; Exhibition (E &amp; E)</b> <input type="checkbox"/> <small>Includes any film, television, radio or shopping centre performances, commercials, still photography, internet, the production of images for broadcasting, modelling, catwalk modelling or other exhibitions, and live performances including theatrical, musical and circus.</small>		<b>Still Photography Only</b> <input type="checkbox"/>		<b>Student</b> <input type="checkbox"/> <small>An industry student who, as part of their studies, directs a child to perform tasks (paid and unpaid) in film, television, radio, theatre or photography. Students are exempt from paying the authority fee.</small>	
				<b>Door to Door Sales</b> <input type="checkbox"/>	
		Student Number:		Tertiary Institution:	
Authority Duration					
1 week <input type="checkbox"/>		Quantity <input type="checkbox"/>		3 months <input type="checkbox"/>	
Applications for multiple weeks will be accepted on the condition that the weeks are consecutive. Fee calculation: 1 week fee multiplied by quantity		6 months <input type="checkbox"/>		12 months <input type="checkbox"/>	
				Upgrade <input type="checkbox"/>	
<b>Requested start date for the Authority:</b> /                                  /					
<b>NB:</b> Your requested start date must be on or before any paid preparatory activity for <u>any</u> employed child, such as (but not limited to), rehearsals, wardrobe fittings, the making of sound recordings, publicity activities, makeup checks, and production dates.					
Declaration:					
<i>This is a legal document and declaration.</i>					
<b>I declare that I am a Director or a Trustee of the above named company/trust, or I am applying as a sole trader or I am a student currently enrolled in a tertiary course. I understand that:</b>					
<ul style="list-style-type: none"><li>• authorised employers must comply with the <i>Children and Young Persons (Care &amp; Protection) Act 1998</i> (the Act) and the Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015 (the Regulation)</li><li>• conditions will be attached to the Authority in accordance with clause 5 of Schedule 2 of the Act</li><li>• authorised employers are not permitted to employ babies under 12 weeks of age unless the Children's Guardian has given specific written approval to do so in accordance with clause 25 of the Code of Practice (Schedule 1 of the Regulation)</li><li>• I must notify the Children's Guardian if the name or address of the above named employer changes</li><li>• if I am making this declaration on behalf of a company or trust, I must notify the Children's Guardian if I cease to have authority to represent the directors or trustees, and</li><li>• giving false or misleading information is a serious offence.</li></ul>					
Signature:					
Print Name:					
Position Title:					
Signatory Email Address:					

# Application for an Authority to employ children in NSW

On payment, this becomes a tax invoice

Payment Details			
ABN: 43 304 920 597			
<b>Fee payable:</b> <i>(including GST)</i> <sup>1</sup>	\$	OFFICE USE ONLY	
		Surcharge amount: \$	Total amount: \$

<input type="checkbox"/> <b>Credit card:</b> Debit my credit card for the fee payable Credit card is the quickest method of payment. <b>Relevant surcharges will be applied in addition to the fee payable:</b>			
<input type="checkbox"/> Visa Card 0.40% surcharge on fee payable	<input type="checkbox"/> MasterCard 0.40% surcharge on fee payable	<input type="checkbox"/> American Express 0.96% (+GST) surcharge on fee payable	
Credit Card No.			
Name on credit card:	Signature	Expiry Date	/ /

<input type="checkbox"/> <b>EFT:</b> I will make an EFT payment after the Children's Guardian's staff confirm the fee payable <b><u>Do not transfer funds until you receive our written instructions</u></b> EFT payments are received only by arrangement with the Children's Guardian Please contact the Children's Guardian's staff on (02) 8219 3600 if you prefer to make an EFT payment We cannot issue your Authority until payment is confirmed by our Bank
---

**EMAIL:** kids@kidsguardian.nsw.gov.au

Please retain a completed copy of the application form for your tax records  
On payment, this becomes a tax invoice  
The Children's Guardian will send you a receipt if your application is approved