APPLICATION TO VARY REQUIREMENTS OF THE MANDATORY CODE OF PRACTICE

CHILD EMPLOYMENT ACT 2003

This form applies to employers in the entertainment industry, who are seeking to vary requirements under the [Mandatory Code of Practice for the Employment of Children in Entertainment 2014](https://www.vic.gov.au/guide-employment-children-victorian-entertainment-industry/mandatory-code-practice-employment).

Code variations are restricted and must fall within set boundaries. You should familiarise yourself with clauses 22, 23, 24 and 25 of the Code before considering an application for variation.

Applications for a variation must:

be made in writing

contain reasons for the proposed variation

be submitted sufficiently in advance of the work in question.

A code 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 because of the variation.

# Applicant details

Legal name: Or full name of the employer is an individual or trustee

Trading name: If applicable

Child employment licence number: Click or tap here to enter text.

## Name of officer/representative making the request

Full name: Click or tap here to enter text.

Position/job title: Click or tap here to enter text.

Primary contact number: Click or tap here to enter text.

Secondary contact number: Click or tap here to enter text.

Email: Click or tap here to enter text.

# Employee details

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

## Child 1

Full name: Click or tap here to enter text.

Date of birth: Click or tap to enter a date.

## Child 2

Full name: Click or tap here to enter text.

Date of birth: Click or tap to enter a date.

## Child 3

Full name: Click or tap here to enter text.

Date of birth: Click or tap to enter a date.

# Variation request

Is the variation requested in regard to a technical week, as defined in Clause 4 of the Code?

[ ]  Yes [ ]  No

What would you like to vary?

[ ] maximum number of days of employment

[ ] maximum hours of employment

[ ] finish times of the employment contained in tables A or B or clause 22 of the Code

[ ] rest breaks

[ ] maximum hours of combined employment and education in a week

[ ] shifts to be worked in a day

[ ] number of consecutive days of employment

Describe the code variation requested in detail: Click or tap here to enter text.

Please state the exceptional circumstances that have resulted in the request for the code variation: Click or tap here to enter text.

First date for which the code variation is requested: Click or tap to enter a date.

If the code variation is for more than one occasion of employment, list the subsequent dates: Click or tap here to enter text.

# Acknowledgment

I understand and acknowledge that:

The information provided in this application is true and complete to the best of my knowledge

Wage Inspectorate Victoria, 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 box I confirm that I have read and understood the statements above.

Full name: Click or tap here to enter text.

Signature:

Click or tap to enter a date.

# Lodgement

Please submit this form via email or post:

Email: childemployment@wageinspectorate.vic.gov.au

Post: GPO 4912, Melbourne VIC 3001

# Privacy statement

The information in this form is collected by the Wage Inspectorate Victoria to enable it to perform its functions and to fulfill its responsibilities under the Child Employment Act 2003. The information you provide in this form is for the purpose of assessing 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 as provided for in the Child Employment Act 2003.

The Wage Inspectorate may use this information to contact you again with further or updated information about child employment. The Wage Inspectorate may also use this information for statistical, research, compliance monitoring and law enforcement purposes as provided under the Child Employment Act 2003, the Privacy and Data Protection Act 2014 and any other applicable law.

The Wage Inspectorate will not use or disclose information except as permitted or required by law, including but not limited to the Privacy and Data Protection Act 2014. Use or disclosure of information will only occur where it is necessary to carry out the functions of the Wage Inspectorate. Where consent to use or disclose information is required, the Wage Inspectorate will obtain that consent from the person or organisation about whom the information is held. You may choose not to provide your personal information. In the circumstances of this form, this may affect the Wage Inspectorate’s ability to assess and/or investigate your claim or provide further information to you.

For more information on how the Wage Inspectorate handles personal information, or to find out how you can access the information that we have about you, see our Privacy Policy at [**vic.gov.au/privacy-vicgovau**](https://www.vic.gov.au/privacy-vicgovau)or contact our privacy officer at **privacy@wageinspectorate.vic.gov.au**