

# User Guide:

## Request a licence variation

### Request a licence variation

All child employment licence holders can request a variation to the:

- licence period
- licence conditions
- employer details
- nominated officer or employer representative details.



**Please note:** Applications to vary the [Mandatory Code of Practice for Employment of Children in Entertainment](#) cannot be made through the Portal. Further information on application requirements can be found [here](#).

**Step 1)** Log in to your Portal account and select 'My Submissions' to view your dashboard

**Step 2)** Click on the 'Child Employment Licences' tab to view your active licences

1. HOME

2. ORGANISATION REGISTRATIONS

3. ORGANISATION ACCESS REQUESTS

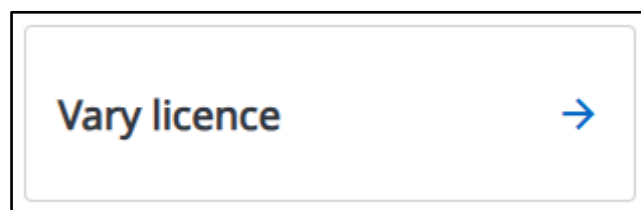
4. CHILD EMPLOYMENT LICENCES

5. REQUESTS


Child Employment Licences

Code	Licence number	Expiry date	Status	Updated Datetime	Created Datetime	
<div><div></div><div>CELD-1444</div></div>	CEL-25-1464	24/07/2027	Valid	07/08/2025 12:42	24/07/2025 14:26	<div></div>

**Step 3)** Click on the licence or the three dots '...' and select 'Vary licence'



**Step 4)** Variation applications will be visible in the 'Variation Application' tab in the Portal, or by clicking on the relevant organisation on your Portal homepage.

< REQUESTS		4. CHILD EMPLOYMENT LICENCES	5. REQUESTS FOR INFORMATION	6. NOTIFICATIONS	<u>7. VARIATION APPLICATION</u>
Variation Applications					
Code	Type	Application Status	Updated Datetime	Created Datetime	
 <a href="#">CEV-756</a>	Variation to a licence	Licence granted	01/08/2025 15:29	01/08/2025 15:24	