

User Guide:

Apply for a Licence


Apply for a Licence

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

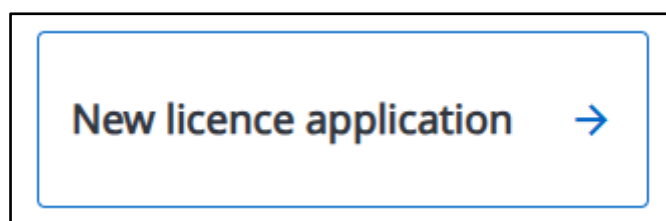
Step 2) Click on the relevant organisation, starting with 'OPROF' or the three dots '...'

[1. HOME](#) [2. ORGANISATION REGISTRATIONS](#) [3. ORGANISATION ACCESS REQUESTS](#) [4. CHILD EMPLOYMENT LICENCES](#) [5. REQUESTS](#)

Registered Organisations

Code	Name	Description	Status	Updated Datetime	Created Datetime	
 OPROF-37	Your Organisation Name	51463962659	Active	01/08/2025 14:49	01/08/2025 09:33	...

Step 3) Select 'New licence application'



Step 4) Select the type of licence you want to apply for: General or Entertainment.



This will depend on the activities or duties the child is performing. See [Introduction: Mandatory Code of Practice for the Employment of Children in Entertainment \(2014\)](#) for information on the definition of entertainment.

Step 5) Once you have provided information about the employer, the employment details, and the Fit and Proper Person Declaration, your application is ready to submit.



Make sure you select 'Submit', otherwise your application will remain in draft and cannot be reviewed by our assessment team.

Summary

Submit

Child Employment Licence Application


Child Employment Licence Application

Licence Type

Entertainment

Edit

Step 6) Licence applications will be visible in the 'Child Employment Licences' tab in the Portal, or by clicking on the relevant organisation on your Portal homepage.

Licence Applications				
Code	Type	Application status	Created Datetime	
 CEA-2660	Licence application	Submitted	23/07/2025 10:15	...

Application time frames

You cannot employ a child until you have a licence.

Submit your licence application at least **10 business days** before any children are scheduled to start work, and ensure you provide all mandatory information to avoid delays in the assessment process.

When assessing an application, we consider whether the applicant:

- will act with integrity and honesty
- understands child employment regulations and restrictions
- can comply with the relevant laws, including the Child Safe Standards.

Employers may be subject to a National Police Check. If a police check is required, you will be notified after submitting your licence application.

There is no cost to the licence applicant.

Your information is kept secure and will only be used for the purpose of assessing the licence application.