This Record Sheet relates to the information the Licence Holder, Chaperone or Tutor is required to keep by law for each child performing. It is a requirement under the Regulations that these records be kept and made available, together with each child’s Licence, at every place of performance where a child is present for inspection by an officer of the Local Authority in whose area the performance takes place. Upon completion of the production the Record Sheet/s should be stored at the Licence Applicant’s main company address for a period of not less than 6 months after the final performance date for which these Licenses have been granted.