



Public Administration Licence Application Form

Please sign
and return your
licence application to:

New Licences

Email: licence@cla.co.uk

New licence enquiries
020 4512 0100

Full legal name of organisation

Address

Postcode

Please list below any affiliate departments intended to be covered by the Licence (or attach separate list) :

No. of Professional Employees¹ Total no. of employees

I hereby apply to CLA for a Licence to take effect from the first day of²

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We have copied from books, journals or magazines and/or have copied or distributed press cuttings or documents supplied by a third party in the past and wish to backdate the licence (see note 3):

Yes No

If yes:

a) We would like the indemnity for the full six years

Or

b) We would like the indemnity from: [Insert date]

I certify that I have read and understood the terms and conditions of the CLA Public Administration Licence in conjunction with the CLA Rate Card and agree to abide by them. The information provided on this form is true to the best of my knowledge and belief.

The Copyright
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Email cla@cla.co.uk
www.cla.co.uk

CLA Scotland
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Email licence@cla.co.uk

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Signed

Duly authorised signatory for and on behalf of the applicant

Name (print)

Position

Date

Please enter below details of the person who will be responsible for dealing with the CLA Licence and who will act as the main contact.

Licensing Co-ordinator

Name

Position

Address

(if different from above)

Phone

Ext

Fax

E-mail

For our records and invoicing, please provide an email address for your accounts department:

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Notes

1. The number of Professional Employees on which the licence is based should be entered here. Enter only employees of the licensee of HEO grade, or its equivalent, and above.
2. The date on which your Professional Employee information was provided should be entered here.
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Public Administration Licence Terms and Conditions

Introduction

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- 10.1** In this Clause 'Qualifying Claim' shall mean any complaint made in writing that the Licensee acting in pursuance of the Licence has infringed copyright and/ or database right in Licensed Material or in the typographical arrangement of the published edition in which Licensed Material is contained.
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- 10.3** The indemnity conferred by this clause shall not apply:
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- 10.5** The Licensee shall ensure that no admission or offer of payment or indemnity shall be made or given by or on its behalf or on behalf of CLA without CLA's written consent and shall ensure that all correspondence received in connection with a Qualifying Claim is promptly passed to CLA.
- 10.6** The Licensee shall indemnify CLA in respect of all reasonable expenses, damages and legal costs awarded against or incurred by CLA in respect of any claim arising out of the Licensee's breach of any term of the Licence.

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- 11.1** Either party may terminate the Licence upon giving to the other at least 30 days written notice to expire on the first or any subsequent anniversary of the Commencement Date.
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- 11.3** Either party may terminate the Licence by notice in writing to the other if and when a supervisor, administrator, receiver, administrative receiver or other encumbrancer takes possession of, or is appointed over, the whole or any substantial part of the other party's assets or if and when the other party enters into any arrangement or composition with or for the benefit of its creditors (including any voluntary arrangement under the Insolvency Act 1986) or if and when a petition is presented for the purpose of the making of an administration order or the winding-up of the other party which is not discharged within 7 days of the presentation of such a petition or if the other party is placed into liquidation or administration or if the other party is dissolved or if a resolution for the winding up of the other party is passed (other than a voluntary liquidation for the purpose of reconstruction in which all creditors' claims will be discharged in full) or if a bankruptcy petition is presented against the other party which is not discharged within 7 days of its presentation.

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13. General

- 13.1** All notices given under the Licence shall be in writing by electronic mail. In the case of there being no valid electronic contact, notices shall be sent by first class post, and shall be deemed to have been served on the second working day (which shall exclude weekend and English public holidays) following the date of posting.
- 13.2** The Licence may only be varied if such variance is acknowledged in writing on behalf of a duly authorised officer both of CLA and of the Licensee.
- 13.3** The Licence is personal to the Licensee and may not be assigned or otherwise disposed of in whole or in part.
- 13.4** The Licence shall be governed by English law and the parties agree to submit to the exclusive jurisdiction of the English courts as regards any claim or matter arising in relation to the Licence.
- 13.5** The parties do not intend that any term of the Licence shall be enforceable solely by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to the Licence.