# Public Administration Licence

## Rate Card

**Rates effective April 2026**

The annual fee for the CLA Public Administration Licence is calculated by multiplying the number of 'Professional Employees' in your organisation by the fee as shown below

The annual fee per Professional Employee is £39.10 + VAT
The minimum fee for any Public Administration Licence is £190.13 + VAT

## Definition of a Professional Employee for Public Bodies

All employees at HEO Grade and above (or equivalent)

## Calculating the licence fee

As an example; if you are a Public Body that has a 100 total employees and 20 of those are identified as Professional Employees, the annual fee for the Public Administration Licence would be 20 x £39.10 = £782.00 + VAT

## Indemnity for past copying

Fees for backdating your licence to cover previous copying will be calculated using the rate applicable in the current year and applied for each year that the licence is backdated. For more information about the indemnity, please see the full Terms and Conditions of the Licence.

## For further guidance

New customers should contact licence@cla.co.uk or 020 4512 0100

Existing customers should call Customer Services on 020 7400 3171 or email cs@cla.co.uk

## For further information please visit our website cla.co.uk

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