

## Licence Application Form

Please complete this application form if you wish to apply for a CCL.

### Your Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position Held at Crematorium: \_\_\_\_\_

Name of Crematorium: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*If you would like to receive information from CCLI by email enter your email address above*

Crematorium Website: \_\_\_\_\_

### I would like to purchase (please tick as appropriate):

CCL ('Words Only')

I enclose a cheque for £56.00 payable to 'CCLI'

or

Please send me a pro-forma invoice to the above address.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For and on behalf of the above named Crematorium in accordance with the Terms of Agreement available on request from CCLI or from [www.ccli.co.uk](http://www.ccli.co.uk)

### Return completed form to:

**CCLI, PO Box 1339, Eastbourne, East Sussex, BN21 1AD**

All fees are inclusive of VAT & Service Fee VAT Reg No. 583 6735 03



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Registered Office: Carmelite 50 Victoria Embankment Blackfriars London EC4Y 0DX



CCLI

*encouraging the spirit of worship*

**Crematoriums**

# Reproducing Song Words (CCL)



If you wish to apply for a Church Copyright Licence (CCL), please read the notes in this leaflet and then:

1. Complete the application form
2. Return the completed form to CCLI, together with your payment

If you have any queries regarding these licences please contact CCLI on 01323 436103 or email [sales@ccli.co.uk](mailto:sales@ccli.co.uk)



## About CCLI Globally

Christian Copyright Licensing International (CCLI) officially began its copyright licence service to churches in the USA during October 1988. Today CCLI has regional offices in the UK, USA, Australia, and South Africa from which we administer over 170,000 licence holders worldwide.

## About CCLI in Europe

CCLI's European office opened in 1991 and now administers over 86,000 licences throughout the UK, Eire, Germany, the Nordic region and Benelux.

With over 16 years' experience in copyright licensing in Europe, CCLI has built up a reputation of integrity and professionalism within the licensing industry and as a result is able to offer advice and licences to churches for performance, recording, photocopying, reproduction of song words/music and showing motion pictures.

**If you have any queries regarding copyright licences, please contact us on 01323 436103 or email [sales@ccli.co.uk](mailto:sales@ccli.co.uk)**

## Copyright Law

According to the Copyright, Designs and Patent Act 1988, copyright is an intellectual property right that is given to the creators of original musical, literary, artistic and dramatic works. There is also a separate and distinct copyright in a sound recording, a broadcast and a film.

A song is protected from the moment it is first written down or recorded in some physical or tangible format. Copyright provides the creator of the song with two main rights. The first is economic, giving the owner the right to charge any person who wishes to copy, perform or record their work for any commercial or non-commercial use. The second is a moral right, protecting the work from anyone wishing to use or change it in anyway that is either offensive or contrary to the wishes of the copyright owner.

For many years, churches have paid for copyright through the purchase of hymnbooks. With many now reproducing words in service sheets, 'home made' hymn books, OHP acetates, song projection software etc. a system had to be put into place that ensures copyright owners and song writers are paid for the reproduction of their work.

CCLI bridges the gap between churches and the copyright owners through the provision of licences that permit words and music reproduction. It is CCLI's vision to serve the church by providing legal access to a vast array of resources in a simple, legal and affordable manner.

## About the Church Copyright Licence (CCL)

The CCL is usually purchased by churches and schools for the reproduction of hymns and worship songs, but is now available to Crematoriums at a special price.

To comply with the Copyright, Designs and Patent Act 1988, when any copyright-protected work is reproduced in funeral service sheets, you need either an appropriate licence or the permission of the copyright owner(s), even for a one-off use

The CCL permits the licence holder to reproduce the words of over 250,000 hymns and worship songs and covers the following activities:

- Projecting hymns and worship songs on to a screen
- Creating your own song lyrics database on your computer
- Creating service sheets that contain song words or music
- Audio/video recording music from the services for those unable to attend.

## Music Photocopying

CCLI can also offer you a licence to photocopy words and music directly from published hymnbooks and songbooks. Please contact our Sales Team on 01323 436103 for more information and prices.

## Licence Fees

Licence fees are normally based upon the attendance numbers of churches and schools, but in the case of Crematoriums a special annual rate of £56.00 (including VAT) has been agreed. This is regardless of the number of people attending services, or the number of copies made.

## Contact Details

Should you require any further details or wish to speak to a member of our Sales Team, please call CCLI on 01323 436103 or email [sales@ccli.co.uk](mailto:sales@ccli.co.uk).