

## Application for additional information

### Church Details

Customer Reference Number .....  
(This is shown on your licence certificate if your church already holds a licence with CCLI)

Church Name .....

Church Premises Address .....

..... Post Code .....

Church Phone No .....

Church Email Address .....

If you would like your church to receive regular updates via email from CCLI please enter the church email address here.

Church Website .....

Denomination ..... Diocese .....

### Church Minister

Title ..... First Name .....

Surname ..... Phone No .....

### Your Details

Each church must provide a named Active Contact who will act as the recipient of communications sent to your church by CCLI.

Title ..... First Name ..... Surname .....

Mailing Address .....

..... Post Code .....

Position Held in Church ..... Phone No .....

Email Address .....

If you would like to receive regular updates via email from CCLI please enter your email address here.

Please tick this box if you would like to receive regular updates from CCLI. Your details will not be passed to any third party.

Please tick this box if you would like to receive information from other Christian companies that CCLI thinks will be relevant for you.

**Please return your completed form to:  
 CCLI FREEPOST BR58 Eastbourne East Sussex BN21 4BR**

**Alternatively, you can purchase your licence online. Visit [my.ccli.co.uk](http://my.ccli.co.uk)**

If you have any queries regarding our licences, please contact our Sales team:  
 Phone: **01323 436103** Email: **sales@ccli.co.uk** Web: **www.ccli.co.uk**

CF153 Christian Copyright Licensing International Ltd Registered in England & Wales: 2580472 VAT No.583 6735 03  
 Registered Office: Chantry House, 22 Upperton Road, Eastbourne, BN21 1BF

Office use only

## Not sure which licence(s) you need?

This Quick Guide Licence Table will help you determine which licence(s) you require.

	CCL	MRL	PRS for Music	CLA	CVL	PPL	SongSelect Basic	SongSelect Advanced Melody
Would your church like to reproduce the words of hymns and worship songs?	•							
Would your church like to photocopy hymns and worship songs from authorised publications?	• and •							
Would your church like to perform live music outside times of worship for social activities?			•					
Would your church like to play music from a sound recording outside times of worship during social activities, youth groups etc?			• and •					
Would you like to make audio and/or video recordings of your church services (non-commercial use only)?	•							
Would your church like to play music from a sound recording but only during times of worship?			No licence is required					
Would your church like to show films or film scenes outside times of worship?			• and •		• and •			
Would your church like to show films or film scenes during times of worship only?					•			
Would your church like to photocopy from magazines or non-music books?				•				
Would you like to download song lyrics?	• and •						•	
Would you like to download song lyrics, chord sheets and lead sheets?	• and •						•	

### Centralised Payment Processing

CCLI can arrange for a single payment to be made annually by a denomination's head office on behalf of all churches within a particular denominational group. If enough churches are included, CCLI can consider offering a discount on the cost of the Church Copyright Licence. For more details please contact our Sales team on Tel: 01323 436103 or email [sales@ccli.co.uk](mailto:sales@ccli.co.uk)



## Christian Copyright Licensing International

If you reproduce the words of hymns and worship songs, photocopy from a wide range of publications, show films, play or perform music, record music or download song lyrics/sheet music from the internet, you probably need a licence from CCLI.

**A simple, legal and affordable solution to your copyright needs**

## Churches in the UK



## Who Is CCLI?

CCLI was established in 1988 to provide a copyright solution for churches wanting to reproduce the words of hymns and worship songs for their times of worship. CCLI is able to offer practical advice and support, enabling churches to focus on ministry rather than copyright law, whilst also ensuring that copyright owners are fairly rewarded for their work.

## What is Copyright?

Copyright is an intellectual property right that is given to the creators of original musical, literary and dramatic works. The Copyright, Designs and Patents Act 1988 provides copyright owners with economic and moral rights in their work. This means they can charge anyone who wishes to copy, perform or record their work for any commercial or non-commercial use, and also protect their work from any offensive or unapproved changes.

## Public Domain

Copyright in a literary, dramatic, musical or artistic work does not last indefinitely and will ultimately expire and enter the public domain. For more information visit [www.ccli.co.uk](http://www.ccli.co.uk)



[www.facebook.com/ccli.uk](http://www.facebook.com/ccli.uk)



[www.twitter.com/ccliuk](http://www.twitter.com/ccliuk)

For more information please visit

[www.ccli.co.uk](http://www.ccli.co.uk)

## Fair Dealing

Under copyright law there are various exemptions under Fair Dealing for education and research. Generally these do not apply for use in churches. For more information visit [www.ccli.co.uk](http://www.ccli.co.uk)

## Your Church

If your congregation uses hymnbooks during worship, then the fee for copyright permission has already been included in the purchase price of each book. However, owning a book does not give you the right to reproduce or photocopy from it.

If you make your own song sheets/service sheets, or project words using an OHP or computer projection system, then permission must be obtained from the copyright owner, who will probably make a charge for use in accordance with their rights under the law. See under Church Copyright Licence (CCL)

## Multi-media Technology

These days it is not uncommon to find churches showing films, hosting concerts, or making audio/video recordings of services and events. In order to provide a solution to the various copyright infringements that could otherwise be made, CCLI now acts on behalf of Christian Video Licensing International (CVLI), The Copyright Licensing Agency (CLA), Mechanical-Copyright Protection Society (MCPS), PRS for Music and Phonographic Performance Ltd (PPL) in order to make their licences available to the church community.

## Introducing our licences...

### The Church Copyright Licence (CCL)

[www.ccli.co.uk/song-words](http://www.ccli.co.uk/song-words)

If you print song sheets, orders of service or hymnbook supplements, make OHP acetates, store song lyrics on a computer for use with projection systems, or audio/video record music from your services, you must get direct permission from all the copyright owners. To simplify matters, CCLI introduced the Church Copyright Licence, ensuring copyright owners are properly rewarded for the use of their work and giving churches the freedom to reproduce songs without the hassle of having to contact many different copyright owners.

### The Music Reproduction Licence (MRL)

[www.ccli.co.uk/photocopying](http://www.ccli.co.uk/photocopying)

If you photocopy music or words from hymnbooks and worship songbooks you will probably need the Music Reproduction Licence which is supplementary to the CCL. This licence also permits you to create customised musical arrangements where no published version is available.

### SongSelect

[www.ccli.co.uk/songselect](http://www.ccli.co.uk/songselect)

If members of your prayer or worship group, or those preparing for services, need easy and legal internet access to the words and music of thousands of popular hymns and worship songs then you may need SongSelect.

### The Copyright Licensing Agency (CLA) Church Licence

[www.ccli.co.uk/photocopying](http://www.ccli.co.uk/photocopying)

If you photocopy directly from non-music publications and magazines for use in your church activities, (e.g. study books, games/puzzles for children's activities, drama scripts) you need the CLA Church Licence.

### The Church Video Licence (CVL)

[www.ccli.co.uk/showing-films](http://www.ccli.co.uk/showing-films)

If you show film scenes during sermons or in discussion groups, or if you plan to show an entire film for outreach or entertainment you will need the Church Video Licence because videos and DVDs available for purchase or hire are not intended for public viewing. Films shown outside

times of worship will require the additional PRS for Music Church Licence and PPL Church Licence to cover the music on film soundtracks.

### The PRS for Music Church Licence

[www.ccli.co.uk/playing-music](http://www.ccli.co.uk/playing-music)

If you, or others, perform live music or play music from a sound recording\* on your premises, you require a PRS for Music Church Licence. This will permit you to play background music at church events, coffee mornings, parent & toddler groups, keep-fit classes, discos, dances etc. and also cover an average of six concerts per year.

NB: A PRS for Music Church Licence is not required for any music performance within an act of Divine worship, or at weddings/funerals.

\* A PPL Church Licence is also required.

### The Phonographic Performance Ltd Church Licence (PPL Church Licence)

[www.ccli.co.uk/playing-music](http://www.ccli.co.uk/playing-music)

If you, or others, play music from a sound recording\* during church activities, you require a PPL Church Licence. This will permit you to play background music at church events, coffee mornings, parent & toddler groups, keep-fit classes, discos, dances etc.

NB: A PPL Church Licence is not required for any music performance within an act of Divine worship, or at weddings/funerals.

\* A PRS for Music Church Licence is also required.

### Event Licences

[www.ccli.co.uk/events](http://www.ccli.co.uk/events)

If your church is holding an event then ask CCLI about the 14-Day Event Licence for the CCL, MRL, CVL and PPL Church Licence. Further information is available from [www.ccli.co.uk/events](http://www.ccli.co.uk/events) or by phone on 01323 436103.



## Which licence(s) do you require?

<input type="checkbox"/>	<b>CCL</b>	To reproduce the words of hymns & worship songs, to store them electronically for use with projection systems or to print out, and to make recordings of services including any live music.
<input type="checkbox"/>	<b>MRL</b>	To photocopy songs from authorised music publications. NB: Your church must also have a CCL.
<input type="checkbox"/>	<b>CLA</b>	To photocopy from non-music publications
<input type="checkbox"/>	<b>CVL</b>	To show full-length feature films and/or film scenes during church services and activities. NB: A PRS for Music Church Licence and a PPL Church Licence may also be required.
<input type="checkbox"/>	<b>PRS</b>	To perform live music and/or play music from a sound recording (including film soundtracks) on church premises. NB: A PPL Church Licence may also be required.
<input type="checkbox"/>	<b>PPL</b>	To play music from a sound recording (including film soundtracks) during church activities. NB: A PRS for Music Church Licence may also be required.
<input type="checkbox"/>	<b>SSB</b>	To download song lyrics from a database of over 68,000 songs, listen to audio samples and search by title, theme, author, etc. NB: Your church must also have a CCL.
<input type="checkbox"/>	<b>SSAM</b>	To download song lyrics from a database of over 68,000 songs, download chord sheets and lead sheets in the key of your choice, play back the melody online, listen to audio samples and search by title, theme, author, etc. NB: Your church must also have a CCL.



