



# Hotel Operator and Conference Centre Licence Application Form

Please detach, sign and return your licence application to

New Licences,  
The Copyright Licensing Agency Ltd,  
FREEPOST  
RLZJ-XSXL-AHGA,  
Saffron House  
6-10 Kirby Street,  
London EC1N 8TS

Fax to 020 7400 3101

Email [licence@cla.co.uk](mailto:licence@cla.co.uk)

New licence enquiries  
0800 085 6644

Account code (CLA only)

Full name of organisation (1) (see notes) \_\_\_\_\_

Address (2) \_\_\_\_\_

Postcode \_\_\_\_\_

Please list below any subsidiary companies intended to be covered by the licence (or attach separate list):

\_\_\_\_\_

Hotel Operator  Conference Centre  Professional employees (3)

As at (4)

Please list Hotels and Conference Centres on the attached Schedule.

**I certify that I have read and understood the terms and conditions of the CLA Hotel and Conference Centre Licence and agree to abide by them. The information provided on this form is true to the best of my knowledge and belief.**

I hereby apply to the CLA for a licence to take effect from the first day of

The Copyright Licensing Agency Ltd

Saffron House  
6-10 Kirby Street  
London EC1N 8TS  
Tel 020 7400 3100  
Fax 020 7400 3101  
Email [cla@cla.co.uk](mailto:cla@cla.co.uk)  
[www.cla.co.uk](http://www.cla.co.uk)

CBC House  
24 Canning Street  
Edinburgh EH3 8EG  
Tel 0131 272 2711  
Fax 0131 272 2811  
Email [clascotland@cla.co.uk](mailto:clascotland@cla.co.uk)

Signed \_\_\_\_\_  
Duly authorised signatory for and on behalf of the applicant  
Position \_\_\_\_\_  
Date \_\_\_\_\_

## NOTES

- (1) The full registered name of the organisation should be entered here.
- (2) The Head Office of the company should be entered here. In the case of a partnership, the address of the partnership's principal office.
- (3) The number of professional employees, on which part of the licence fee is based, should be entered here. This should include employees in the following categories based on the Standard Occupational Classifications published by the Office for National Statistics (ONS): Group 1 – Managers and Senior Officials, Group 2 – Professional Occupations, employed at "Head Office". In addition to Head Office staff, count 1 Professional Employee per Hotel or Conference Centre.
- (4) The latest date on which your professional employee information was updated should be entered here.

## ADDITIONAL INFORMATION

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	
	Postcode
Phone	Ext
Fax	E-mail

The Licensing Co-ordinator should be a responsible administrator to whom the operation of the Licence is to be delegated. Day-to-day contact with CLA will be via the Licensing Co-ordinator, and CLA will despatch the supporting documentation to this nominated person.

Number of photocopiers and scanners (approx.)

#### RATE CARD for Hotel Operators and Conference Centres

The fee for a copying licence for Hotel Operators and Conference Centres is charged annually, and is based on the following criteria: The Number of Professional Employees (managers and other staff holding a professional qualification) within the business, and the number of hotel sites.

<b>Professional Employee Fee (1)</b> <b>£23.97</b> each	<b>Hotel Rate</b> Copying for Guests (2) <b>£128.70</b>	+ VAT at current rate
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Notes:

- (1) Each hotel or conference centre is considered to have one professional employee. In addition all head office / administrative offices Professional Employees should be included in this total.
- (2) Hotel providing copying facilities for Guests and Clients.

Licences for Businesses with 2 or more hotel sites with 51+ employees are subject to a minimum annual charge of £368.50 + VAT

A treats personal information lawfully and correctly in accordance with the Data Protection Act 1998