

- ◆ Any group involving social dancing, including Old Time, Sequence, Folk dance, as well as Tea Dances and Barn Dances.
- ◆ Any group or class involving exercise or related activities, including Keep Fit, Aerobics, Pop Mobility, Aquaerobics or Callisthenics.
- ◆ Any type of disco, for any age group
- ◆ Any other public activity at which sound recordings are used. This might include amateur dramatics of fund raising events run directly by the charity.

If you have ticked Yes to A, B, C or E in question 10, then you should tick box F and enclose the fee.

If, however, you have a licence with PPL already (see question 8) then tick box G and again enclose the fee - PPL will arrange for any rebate due.

If you have ticked Yes only to D in question 10, you should tick box H but enclose no fee.

Note 7.

At PPL's insistence, it is a condition of the scheme that you ensure all hirers/users of your building who require a PPL licence apply to PPL. There are two forms - for dance and exercise activities, and for discos and other one-off events. Please estimate the number you will require of each form, so that Community Matters can forward a supply for you to pass on to your hirers/users.

PLEASE NOTE:

A PPL licence is NOT required for a private party - wedding, birthday, anniversary etc - or for any event or activity where sound recordings are not used. Hirings for members-only clubs or similar organisations where sound recordings are used DO require a licence.

Registering for PPL under the Community Matters scheme does **NOT** make an organisation a member of Community Matters. Please telephone 020 7837 7887 for membership details.

A Section is a group of individual members of the organisation formed for the furtherance of a common activity: it is a definite part of the organisation, under the control of the organisation's General Committee or other governing body.



12 - 20 Baron Street
 London N1 9LL
 Tel: 020 7837 7887
 E-mail: pplscheme@communitymatters.org.uk

Community Matters/PPL Registration Scheme 2008/2009 APPLICATION FORM

1. Name of Organisation

2. Name of contact:
 Position in organisation: Tel No:
 Email address:

3. Address for correspondence:

4. Name and address of premises:

5. Is your Organisation a charity? See Note 1 Yes No
 If Yes, please state Charity Registration Number:
 If your organisation is not registered, please state reason

6. Is your Organisation a member of Community Matters? Yes No
 Please note Membership of Community Matters is **not** membership of the PPL scheme **See Note 3**

7. Is this your Organisation's first application for registration under the Community Matters/PPL scheme?
 Yes, first application No, renewal (if renewal go straight to Question 10.)

8. Does your Organisation (including any Section) hold a PPL Licence directly from Phonographic Performance Ltd (PPL) and wish to claim a rebate from them for the current year's fee? **See Note 4**
 Yes No
 If Yes, please give Licence Noand current fee £.....

9. If No, have you had any previous contact with PPL? See Note 2 Yes No
 If Yes, please give details

Community Matters is a charitable company registered in England & Wales as The National Federation of Community Organisations. Charity No: 1002383. Company No: 2595247. VAT No: 577 6737 79. Registered offices: 12 - 20 Baron Street, London N1 9LL. Tel: 020 7837 7887, Fax: 020 7278 9253, e-mail: pplscheme@communitymatters.org.uk

10. Does your Organisation or any of its Sections expect to run any of the following activities using sound recordings during the period 1 April 2008 to 31 March 2009? **See Note 5 & 6**

(A) Dance tuition Yes No If yes, how often?.....

(B) Social Dancing Yes No If yes, how often?.....

(C) Exercise and Aerobics Yes No If yes, how often?.....

(D) Discos (up to 12 a year) Yes No If yes, how often?.....

(E) Other public activity using recorded music Yes No If yes, please give brief details below using recorded music

11. Statement of Licensing Requirements (April 2008 - March 2009)

Fees for 2008/2009: - **Members** of Community Matters: £58.75 (£50.00 + £8.75 VAT)
 - **Non-members** of Community Matters: £76.38 (£65.00 + £11.38)

Please tick one box below:

(F) We wish to be registered for all licensable activities and enclose the correct fee of £.....

(G) New applications only. We already have a PPL licence, but would like to register with Community Matters, and enclose the correct fee of £.....

Please make cheques payable to Community Matters and send with this application form to Community Matters, 12 - 20 Baron Street, London N1 9LL.

(H) We wish to be registered for discos only (max 12 a year), and therefore enclose no fee. **See note 7**

12. Acceptance of Conditions of Registration **See Note 8**

I understand that affiliated groups and other users are not covered by this scheme, and that a condition of registration is that the organisation ensures that all hirers who require a PPL licence apply to Phonographic Performance Ltd (PPL) using separate forms supplied by Community Matters (see 13.)

I confirm that, to the best of my knowledge, the information given in this application form is correct.

I also enclose a copy of the objects from our organisation's Constitution and a separate list of our activities which use recorded music (specifying the type of event, its frequency, and the number of participants.) If you do not enclose this information your application cannot be processed.

Signature* _____

*N.B. The form should be signed by the contact named above under question 2.

13. Please supply me with PPL application forms to pass to our hirers. I estimate the number required as follows, for:

(1) Dance, exercise and aerobics _____ max 5 forms

(2) Discos, fund raising and other events _____ max 5 forms

Notes re application for for PPL Registration under Community Matters Scheme

Please read these notes carefully - they will help you complete the application form accurately.

Note 1.
 This scheme is ONLY available to charitable community organisations managing community centres or similar buildings. If your organisation is charitable but not registered, please state reason - e.g. exempted charity such as a church. If your organisation is not charitable, you cannot register under the scheme.

Note 2.
 This scheme is open to any eligible organisations - not only members of Community Matters. However, a small surcharge on the fee to non-members is now being made, to cover Community Matters administration costs. *Please make sure you send the right amount.*

Note 3.
 If your organisation or any parts or sections of your organisation already hold a PPL licence, and you are eligible for registration under this scheme, it may be possible to obtain a rebate of fees already paid for this year. For example, a Sequence Dance Club that is a section of your organisation (rather than an independent affiliated group) and that already has its own licence could qualify for rebate. N.B. If you hire a juke box or background music system, it will NOT be covered by this scheme, and you must still pay any licence charge via the operator.

Note 4.
 PPL have agreed to allow eligible organisations with whom they are currently negotiating assessments to register under this scheme.

Note 5.
 Only the activities run directly by the organisation or by its sections are covered by this scheme (but PPL have agreed that a separated bar or social club will be treated as a section of the charity for this purpose). The scheme does NOT cover activities run by affiliated groups or other outside hirers of the organisation's premises. For this reason, charitable village halls are likely only to need a licence if a bar/social club is run on the premises, although hirers may need one.

Note 6.
 The following are examples of activities under each heading:

- ◆ Any group or class involving dance tuition, including Ballroom, Modern, Jazz, Latin Sequence, Old Time, Ballet*, Tap* (*But note that classes for ballet and tap dancing which use only music from the examination syllabus of the Royal Academy of Dancing, International Dancing Teachers Association and the Imperial Society of Teachers of Dancing (RAD, IDTA and ISTD) do not come within the copyright administered by PPL and should not be declared. Dancing classes using other music should be declared).

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