



Our ref: Licence number
Your ref:

Sample letter

Reply to:
Customer Services
PRS for Music
Elwes House
19 Church Walk
Peterborough
Cambs, PE1 2UZ

27 October 2010

Dear Customer,

Re: Changes to PRS for Music's charging policy for small B&Bs and single-unit self-catering businesses

You are receiving this notification as our records show that you currently have a holiday accommodation premises with three guest bedrooms or fewer, and you have a *PRS for Music* licence for the public performance of copyright music at that premises.

Following customer feedback and consultation with VisitEngland, supported by VisitScotland, Visit Wales and the Northern Ireland Tourist Board, *PRS for Music* has decided to introduce a Discretionary Charging Policy, under which *PRS for Music* will not make a charge for our licence for some small B&Bs. **You may qualify to have your current licence charges waived under this policy.** The policy is being introduced as part of our ongoing work to support small businesses and to make it easier for small businesses to meet their copyright licensing obligations.

A new charging policy for small B&Bs

With immediate effect, *PRS for Music* will not charge a licence fee for background music (including music via TV and radio) in holiday accommodation businesses meeting **all** the following criteria:

- The premises has **3 guest bedrooms or fewer**
- The premises is the **only holiday accommodation business** operated or owned by the proprietors
- The premises is also the **domestic residence** of the proprietors
- The premises is **not licensed for the sale of alcohol** (by the local authority)
- **Facilities are only available to resident guests**

This policy also applies to single-unit self-catering businesses with 3 bedrooms or fewer, where this is the only self-catering unit operated/owned by the proprietors.

If you qualify for this charging policy and have a current licence, you need to complete, sign and return the enclosed form in the prepaid envelope. If applicable, you will also receive a refund for your current licence year. This policy only applies to licence charges for periods commencing 23 August 2009 or later (for as long as the policy remains in place). Please be aware it may take 6-8 weeks to process any refunds due.

If your account is due for renewal, you may still receive invoices and reminders until you have returned the enclosed form.



If you don't qualify for the new Charging Policy

If you do not qualify for this policy change, you may already have benefitted from the reduction of almost 50% made to the minimum charge for guest houses and B&Bs last year. Charges start from just £45 + VAT per year for music in up to 15 bedrooms.

If you have music in rooms other than bedrooms, such as bars, lounges and dining rooms, you may benefit from our maximum charge for small premises with 15 bedrooms or fewer. If your facilities are only available to your guests, you'll pay a maximum of £113.80 + VAT per year for as much music as you want. If you have TVs in bedrooms and just one communal room, you'll be saving at least 25%.

If you have any questions, please contact our Customer Service team on 0845 309 3090 or by email at: customerservice@prsformusic.com. **If you want to let us know that you're eligible for the charging policy, you need to return the enclosed form, and we'll do the rest.**

Yours faithfully,

Debbie Mulloy
Commercial Director
Public Performance Sales

What is a Discretionary Charging Policy?

In UK copyright law, a person wishing to play copyright music in public will generally require the consent (or licence) of the copyright owner before doing so. 'In public' means, broadly speaking, to an audience outside of his/her domestic or home circle.

Guests in holiday accommodation are not within their domestic environment so *PRS for Music* may require any such premises using music to obtain a *PRS for Music* licence.

From time to time, *PRS for Music* will define circumstances where we choose not to make a charge for our licence. Other charging policies, for example, waive charges for music in hospital wards, home offices and at religious ceremonies.

The introduction of a charging policy relates only to the charge (or royalty) that you may be required to pay in return for our licence, and we reserve the right to change any charging policy with notice; it does not affect any other right we may have or obligation that you may have in relation to granting or obtaining licences for the use of copyright music controlled by *PRS for Music*.

A little bit about *PRS for Music*

PRS for Music licenses copyright music use on behalf of 70,000 music writers and publishers – the creators of music and a vital part of the UK economy. Most of our members are small businesses and many rely on their income from royalties. We are a non-profit membership organisation and nearly 90% of the money we collect in licence fees goes directly to music creators.

We license the public performance of music as defined in the Copyright, Designs and Patents Act 1988. A licence is required regardless of the means of performance, whether live music, recorded music, internet or via TV and radio broadcasts. We try and ensure a balanced licensing approach, reflecting the needs of our members and the needs of businesses and organisations who want to use music.