

APRA Licence Application

Music in the Workplace / Music on Hold



CLIENT NO. _____

A P R A

Please complete the relevant section(s), sign and return to: Locked Bag 5000, Strawberry Hills NSW 2012 or fax (02) 9935 7790.

I/We apply for a licence from APRA which, subject to the terms set out on this and the reverse page, authorises the performance in public and/or the Communication of Works within APRA's repertoire:

- by any means whatsoever for the benefit of the employees, at the Applicant's premises, and at functions and places to which the general public is not admitted (**Public Performance**); and/or
- by the use of radio, CD, tape or other storage device when operated by way of audio device on a telecommunication system to telephone callers on hold (**Communication**).

GNB

PUBLIC PERFORMANCE	Number of Full Time Employees	Annual Rate*	Total \$
MUSIC IN THE WORKPLACE (GNB) The Annual Rate* is 86 cents per Employee of the Applicant, subject to a Minimum Annual Fee* of \$57.24		x \$0.86	

COMMUNICATION	External lines per location	Annual Rate per location**	No. of locations	Total \$
MUSIC ON HOLD (GMH)	1-5 lines	\$141.99		
	6-10 lines	\$224.20		
	11-25 lines	\$388.63		
	26-50 lines	\$784.75		
	51-100 lines	\$1,345.28		
	101-200 lines	\$2,391.58		
	201-300 lines	\$4,185.27		
	301-400 lines	\$5,530.55		
	Additional lines (above 400)	\$14.95 each		
AMOUNTS STATED ON THIS APPLICATION ARE INCLUSIVE OF 10% GST.			Total \$	

*The annual rates set out above are current from 1 December 2011 to 30 November 2012.
 **Where multiple locations are to be covered under this Application, a schedule must be attached providing the relevant details of each location.

THIS SECTION MUST BE COMPLETED IN BLOCK CAPITALS AND SIGNED

If you require help completing this licence application please call Client Services on 1300 852 388.

I acknowledge that I have read the terms attached to this application and agree to be bound by those terms should my application be accepted.

Name of Applicant

COMPANY / PARTNERSHIP / SOLE TRADER / INCORPORATED

Applicants ACN

Applicants ABN

The ACN and/or ABN (if you have one) must match the name of the Applicant. ABN and Trust details not required if ACN provided. If you are a Partnership please set out above name of all principals behind the partnership, trading as the name of the partner.

Do you operate through a Trust?

Yes No

If yes:

NAME OF TRUST

ABN

The Trust ABN must correspond with the name of the Trust. The entity/company behind the Trust must be entered against Name of Applicant above "As Trustee For (ATF)".

Name of Business

PREMISES / TRADING NAME

Address

ADDRESS

POSTCODE

Address for Correspondence

ADDRESS

POSTCODE

MOBILE

Date on which music usage commenced

EMAIL

PHONE

COMMENCEMENT DATE

FAX

MR/MRS/MISS/MS

GIVEN NAME(S)

SURNAME

Position of Person Signing

DIRECTOR / PROPRIETOR / AUTHORISED REPRESENTATIVE

Signed by/on behalf of the Applicant

SIGNATURE

DATE

This application form will only constitute a Licence Agreement when the Applicant receives a signed agreement from APRA|AMCOS.

APRA|AMCOS may refuse to grant a Licence Agreement or may return it to you for corrections where the information contained in this application is incorrect or incomplete.

APRA Licence Agreement

Music in the Workplace / Music on Hold



1. SCOPE OF LICENCE

- 1.1 APRA grants the Applicant a licence to perform in public and/or Communicate Works within APRA's repertoire in the circumstances and by the methods described on the front of this agreement.
- 1.2 The licence in clause 1.1 does not include or authorise:
 - (a) the public reception of any performance beyond the precincts of the Premises;
 - (b) the performance or Communication of Grand Right Works in their entirety;
 - (c) the performance in whole or in part of any musical work in a Dramatic Context;
 - (d) the performance in whole or in part of any music and associated words composed or used for a ballet if accompanied by a visual representation of that ballet;
 - (e) the performance or Communication of any choral work of more than 20 minutes' duration in its entirety;
 - (f) the performance or Communication of any music and associated words so as to burlesque or parody the work;
 - (g) the performance or Communication of any musical work with new or substituted lyrics, or any lyrics which have been notified by APRA as prohibited;
 - (h) the performance or Communication of any sound recording (this permission is obtained from the Phonographic Performance Company of Australia Limited); or
 - (i) any other right not expressly granted under this agreement.

2. DURATION OF THE AGREEMENT

This agreement is for an initial period of 1 year from the day which is the first day of a month and nearest the Commencement Date. After the expiry of the initial period, the agreement continues for successive 1 year periods until terminated by either party on at least 1 month's notice terminating on the anniversary of the expiry of the initial period.

3. CALCULATION OF AMOUNT PAYABLE

- 3.1 For Public Performance the Applicant must pay APRA for each Licence Year, an amount equal to the greater of:
 - (a) the amount calculated in accordance with the formula specified on the front of this agreement using:
 - (i) the annual rate current for that Licence Year;
 - (ii) the number of Employees employed as at the last day of the Licence Year; and
 - (b) the minimum annual fee current for that Licence Year; and
- 3.2 For Communication the Applicant must pay APRA the annual rate current for each Licence Year for each Premises set out on the front of this agreement where music on hold is used.
- 3.3 On 1 December each year, the GST exclusive annual rates and the GST exclusive minimum annual fee will be calculated by increasing the then current GST exclusive annual rate and the GST exclusive then minimum annual fee by the percentage increase in the Consumer Price Index between the last 2 September Quarters.

4. SUPPLY OF INFORMATION

- 4.1 The Applicant must notify APRA within 14 days after the end of each Licence Year of the number of Employees employed as at the last day of the Licence Year.
- 4.2 APRA may require the Applicant to provide the information required under clause 4.1 in the form of a statutory declaration.
- 4.3 The Applicant must notify APRA within 28 days of any change to the particulars on the front of this agreement.
- 4.4 The Applicant must, on request by APRA, supply APRA with a list of all music performed at the Premises in the form and for the period specified by APRA from time to time.

5. CONFIDENTIALITY

- 5.1 Subject to clause 5.2, APRA agrees to treat as confidential, during and after the term of this Agreement, all information provided by the Applicant that can properly be regarded as confidential and is not in the public domain.
- 5.2 APRA may disclose this information to its auditors and other professional advisers.

6. PAYMENT

The Applicant must pay the amount payable calculated in accordance with clause 3 for each Licence Year within 14 days after the date of APRA's invoice stating the amount payable for the Licence Year.

7. RECORDS

The Applicant must keep accurate books of account and other records in sufficient detail to ensure that all amounts payable to APRA under this agreement can be properly ascertained.

8. AUDIT OR EXAMINATION

- 8.1 APRA may on 7 days' notice to the Applicant audit or examine the Applicants books of account and other records to:
 - (a) determine the correctness of any report or payment under this agreement; or
 - (b) in the case of a failure by the Applicant to provide information in accordance with clause 4.1, to obtain information required to be provided under that clause.

- 8.2 The Applicant must pay the cost of the audit or examination if it:
 - (a) establishes that the information provided by the Applicant resulted in the amounts payable under this agreement being understated by more than 5%; or
 - (b) is undertaken under clause 8.1(b).

9. TERMINATION

APRA may immediately terminate this agreement by notice to the Applicant if the Applicant:

- (a) fails to pay any sum when due under this agreement within 14 days after the due date;
- (b) breaches any other term of this agreement and fails to remedy the breach within 7 days after being requested in writing to do so by APRA;
- (c) being a corporation, goes into liquidation, has a receiver or receiver and manager appointed to it or any part of its assets, enters into a scheme of arrangement with creditors or suffers any other form of external administration; or
- (d) being an individual, commits any act of bankruptcy or enters into a scheme of arrangement with creditors.

10. DEFINITIONS

In this agreement:

Consumer Price Index means the Index of that title All Groups Sydney published by the Australian Bureau of Census and Statistics or any authority substituted by Statute, related to base year 1989-90 equals 100, and **September Quarter** means quarter year ending 30 September.

Dramatic Context means in conjunction with acting, costumes, scenic accessories, scripted dialogue or other dramatic effects, or as a ballet.

Employee means full time employees of the applicant or full time equivalents.

Grand Right Work means an opera, operetta, musical play, revue or pantomime insofar as it consists of words and music written expressly for it.

Licence Year means any 12 month period commencing on the day which is the first day of a month and nearest the Commencement Date or the anniversary of that date as the case may be.

Works within APRA's repertoire means all musical works, including any words normally associated with those works by the copyright owner for Australia, the rights of Public Performance and Communication of which are owned or controlled by APRA for Australia.

11. DISPUTE RESOLUTION

If any dispute arises out of or in connection with this agreement, either party may submit that dispute to APRA|AMCOS' alternative dispute resolution mechanism. Information about the mechanism can be obtained from APRA|AMCOS.

12. NOTICES

- 12.1 A notice under this agreement must be in writing and may be given to a party by:
 - (a) delivering it to the address of the party;
 - (b) sending it by pre-paid post to the address of the party; or
 - (c) sending it by facsimile to the facsimile number of the party, and the notice will be deemed to have been received by the party on receipt.
- 12.2 A facsimile is deemed to have been received on production of a transmission report by the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety to the facsimile number of the party.

13. MISCELLANEOUS

- 13.1 No waiver by APRA of any breach of any provision of this agreement operates as a waiver of another breach of the same or of any other provision of this agreement.
- 13.2 This agreement is personal to the Applicant. The Applicant is not entitled to assign any of its rights without APRA's prior written consent.
- 13.3 This agreement may only be varied by the written agreement of the parties.
- 13.4 The Applicant must pay to APRA within 14 days after the date of an invoice issued by APRA an amount on account of stamp duties and taxes, arising in respect of this agreement.
- 13.5 This agreement must be construed in accordance with the laws in force in the State of New South Wales and the parties agree to submit to the jurisdiction of New South Wales Courts.

14. PRIVACY NOTICE

The information you are providing may be personal information under the Privacy Act. Information collected is only for the business purposes of APRA and will not be disclosed to any third parties except in accordance with the privacy policy of APRA. The privacy policy can be obtained from APRA.

OFFICE USE ONLY

SIGNED AS AGREED BY APRA

APRA accepts the application and grants a licence on the terms set out in this Licence Agreement. For and on behalf of APRA by its duly authorised officer:

SIGNATURE

DATE

CLIENT NO.

GST EXCLUSIVE FEE

RECEIVED

PREMISES TYPE CODE