

# Song Clearance Processes

Is the song from the BHS "published" catalogue list or a BABS published item.

YES

NO

Are you making significant changes to the score?

Is it from the BHS or BABS "Unpublished" lists?

NO

YES

YES

NO

Purchase the relevant number of copies and teaching aids (if available) via BABS Marketplace (Mike Lofthouse) 10% discount on US prices. Allow 3-4 weeks for US items. **JOB DONE !**

Are you making significant changes to the score?

NO

YES

If BHS item Purchase **one copy and pay any arrangers fees only** via BABS Store or arranger if getting his permission direct..

Purchase **one copy only**. Make the changes to the score.

If BHS item contact **UK** copyright owners (see left). Give them details of the BHS unpublished (catalogue number etc if it has one) or previously cleared home grown arrangement details and arrange to pay the per copy fee. (they may wish to see a copy of the arrangement. If BABS pay for copies required. **JOB DONE!**

Find out who are the **CURRENT UK** copyright owners of the song/songs (if a medley). Rod Adams/ Graham Starkie/ Mike Lofthouse/ George Badland can do this for you from the MCPS database. Links to contact details for copyright owners are provided with this process chart.

Is this is a new or home grown arrangement of a song?

YES

NO

If it is from a song book or similar find out the copyright owners and contact them to arrange copying fees.

None of these?

**I GIVE UP!**  
Call Rod Adams 01189 344515 for assistance.

If the name is known obtain the arrangers permission to use it. It may have been done for a specific purpose or chorus. Has it been previously cleared?

YES

NO

Submit the modified or new arrangement to the copyright owners for arrangement clearance. Typically arrangement fee between £25-£50 but sometimes free. Also agreement of the fee to make sufficient copies for the chorus. Again sometimes free but typically 50p-£1 per copy. This process can take up to 2 months! **JOB DONE!**

If you wish you can apply to MCPS for a logon to access the databases etc.

As a rule copyright owners do not like changes to the melody line or lyrics! This could result in a refusal !

**Keep all receipts and letters of copyright authorisation in case you are asked to produce them. This is a requirement for some competitions.**

While you are awaiting formal clearance of a song it is normally acceptable to most publishers that you can use music marked "permissions applied for - for rehearsal only". You should not perform songs in public until they have been cleared.

## Useful Links

MCPS/PRS (Mechanical Copyright Protection Society):  
<http://www.mcps-prs-alliance.co.uk/Pages/default.aspx>

Music Publishers Contact List:

[http://www.mpaonline.org.uk/Printed\\_Music/dist/index.html](http://www.mpaonline.org.uk/Printed_Music/dist/index.html)

LABBs Music Owners contact list:

<mailto:dataservices@mcps-prs-alliance.co.uk>

Can't find the copyright owner? Email MCPS/PRS below and ask their assistance.

<mailto:dataservices@mcps-prs-alliance.co.uk>