

GUIDE TO COMPLETING THE FORM (please detach p1-2 before posting)

- Only use this form if you are unable to register online at **bl.uk/plr**. We recommend setting up an online account where you can easily manage your personal and book details and view payments.
- This form should only be completed if you are not already registered with either the UK or Irish PLR schemes. Before completing the form, please read the guidance notes <https://www.bl.uk/plr/registration-service>.
- It is important that you provide accurate information regarding your personal eligibility and the eligibility of the books you are applying for. You must sign the Declaration below to confirm that the information you are providing is correct.
- Forms can be provided in large print on request.
- You should not apply to register for PLR until your books have been published.
- The annual closing date for receipt of applications for UK and Irish PLR is 30 June. Applications received after this date will be processed for the following PLR year.

UK & Irish PLR Scheme Synchronisation

If you register for UK **and** Irish PLR schemes we will synchronise your data so that your personal and printed book details are the same for both.

NB: Non-print material does not qualify for registration with the Irish PLR scheme.

Once synchronised, any future applications for printed books will automatically be registered for both schemes. If you do not wish to synchronise, please complete a separate form for each scheme.

Residence Requirement

To qualify for UK PLR, at the time of application you must be resident in the United Kingdom or any of the countries within the EEA (EU Member States plus Iceland, Norway and Liechtenstein) For Irish PLR, at the time of application you must be a resident or citizen of the United Kingdom or any of the countries within the EEA (EU Member States plus Iceland, Norway and Liechtenstein).

Supporting Documents (Required only for your first application)

You are required to provide **TWO** certified documents which prove who you are and where you live. Documents will be processed in accordance with the Data Protection Act. No identification data will be stored by PLR.

Calculate Your Share

Prior to registering, ensure that you are applying for the correct percentage share. Each eligible contributor named on the title page of the book must be accounted for and shares should be agreed (verbally or in writing) to reflect their contribution (with the exception of translators, who receive a fixed share of 30%).

If you are unable to contact the other contributors, you may register a share which you feel reflects your contribution to the book. If other contributors subsequently apply, it may be necessary to re-negotiate shares.

Please see our website for guidance on [calculating your share](#)

Please refer to the following checklist and return the completed form to the address below or email it to PLR_Docs@bl.uk Please note for your security, the form and supporting documents should be sent under separate cover.

This application is submitted at your own risk and if you are returning via the mail we recommend that you send all documents via recorded / tracked delivery.

If the form is not completed correctly your application may be returned.

Incomplete applications (where all required information has not been provided) will be removed from our records after six months from the date of receipt.

CHECKLIST

	✓
Have you specified if you are applying for UK and/or Irish PLR?	
Have you completed the Personal Details section?	
Have you completed the Payment Details section?	
Have you included original Supporting Documents ?	
Have you completed the Book Details section for each book you wish to register?	
Have you signed the Declaration ?	

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plrauthorservices@bl.uk

bl.uk/plr

New Application for Registration

Please tick (✓) below to indicate which scheme(s) you are applying for¹.

UK PLR only Irish PLR only Both UK and Irish PLR and synchronise details

¹ You may register for either the UK scheme only, the Irish scheme only, or both schemes. If you register for both, your data will be synchronised so that your personal and printed book details are the same for each scheme. Future applications for printed books will also be registered for both schemes. (NB: Non-print material does not qualify for Irish PLR.)

PERSONAL DETAILS

British Library Account Number <small>(leave blank if unknown)</small>	
Forename(s)	
Surname	
Writing Names² <small>(for this application only)</small>	
Address	
Postcode/Eircode	
Country	
Telephone Number	
Email	
Date of Birth	

² If you have used a writing name (pseudonym) for the books you are applying for on this form, please provide details.

PAYMENT DETAILS

Name of Account Holder(s)	
Bank/Building Society Name	
Branch Name	
Sort Code (6 digits) or IBAN (prefix eg IE, FR)	
Account Number (8 digits) or Swift/BIC Code (8/11 characters)	
Building Society Reference/ Roll Number	

If you are applying to synchronise, your payment details must be the same for each scheme. Payments will be credited in the currency of the country in which you are resident, at the rate that applies on the day which they are paid from PLR's bank account.

SUPPORTING DOCUMENTS

Please provide **TWO** certified documents from the following list which prove who you are and where you live. Documents will be processed in accordance with the Data Protection Act. No identification data will be stored by PLR.

UK-based contributors should use the Post Office Identity document certification service at postoffice.co.uk/identity/document-certification or equivalent. Contributors based in other countries can use an equivalent service. Please [contact us](#) if you are unable to use a document certification service.

Please provide one item from each category i.e. Utility bill and Driving licence

Category A
Utility bill dated in the last 6 months (gas, electric, telephone)
Bank, Building Society or Credit Card Statement (dated in the last 6 months)
Council Tax or Water Bill (relating to the current period)
Benefits payment book or notification letter from the Benefit Agency
Current local council rent card or tenancy agreement
Other formal document on official headed paper
Most recent mortgage statement from recognised lender
Category B
Current photo card or full paper driving licence
Passport
National ID card

DATA PROTECTION

The British Library will use the personal information that you provide in order to administer the PLR scheme, and to perform related activities that support this, such as business analysis and audit. If you have provided us with an email address, we may send you emails updating you on developments relating to PLR and other service-related messages such as reminders and payment dates. Full details about how we manage your personal information can be found on the British Library's website (bl.uk) in our Privacy Policy.

DECLARATION

Applications cannot be processed unless this section is signed by the applicant.

I confirm that the details provided are correct and that I meet the eligibility requirements of the PLR scheme(s). The books listed are published and eligible for PLR and I claim the right in them. Where there is a title page and other contributors are credited, percentage shares have been agreed. To my knowledge the publisher is not charging a licence fee to the library for loans of any non-print material which I am applying to register.⁴

I understand that if I synchronise my details, you will update the personal and printed book details which I have registered so that they are the same for each scheme and future applications for printed books should be also registered for both schemes (*NB non-print material is excluded from Irish PLR*).

I hereby confirm that I am happy for PLR to process my application in accordance with my instructions.

Signed

Date

⁴ If you've signed over the licensing rights in your audio-book/ebook to your publisher, you may still register it for PLR, unless the publisher is already charging the library a licence fee for loans of your audio-book/ebook. We are required to ask you to confirm that, to the best of your knowledge, a licence fee is not payable.

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