

# Using Your Copying Licence: Quick FAQ & Best Practice Guide

## What Does The Licence Allow Me To Do?

### You can:

- Make copies for choir members only
- Annotate and adapt copies for performance (within reason)
- Copy music from participating publishers →

[pml.info/publisherlist](http://pml.info/publisherlist) 🔍

### You can't:

- Copy entire works (16 pages+) for solo performance
- Sell or share copies outside your group
- Copy music on our excluded list →

[pml.info/excludedlist](http://pml.info/excludedlist) 🔍

## How Long Is My Licence Valid?

Each licence is valid for 12 months, from your start date.

**If you renew your licence the next year, you can retain copies made under the previous year's licence for an additional 12 months.**

You do not need to re-licence those older copies immediately.

### But after 24 months, you must either:

Re-licence those copies if you still need them, or  
Dispose of them securely (recycle/shred).

## What Happens If We Don't Renew?

If your licence lapses:

- You may not make new copies.
- You must stop using previous years' copied music after 12 months from the last valid licence end date.
- You'll need to dispose of any retained copies unless they're re-licensed later.
- Destroy any copies made under the licence.

## Best Practice:

Keep track of your copies:

Make sure you report the names of the songs you have copied via the PMLL Portal.

Store any spare or not in use copies in a labelled file or folder with the year marked.

## Extra Tips:

Not sure if a piece is covered?

Check the PMLL publisher list or contact us before copying.

If your choir changes size, you can email us to arrange updating your licence.

**Any other questions? Email us at:**  
[pmlacl@mpagroup.com](mailto:pmlacl@mpagroup.com)

