



SFE Tariff PPLPP299 Guidance Notes

This guidance relates to PPL's Tariff PPLPP299 for SFE in nightclubs, pubs/bars, hotels and restaurants/cafés.

PPL Tariff PPLPP299 applies for Licence Years commencing from 1 January 2023. Until that time PPLPP001 will continue to apply for SFE events in these venue types.

The provision of licence information for invoices

You should provide your best estimates of the number of events and the attendances and durations of those events for the forthcoming Licence Year based on the most recent Licence Year, making appropriate adjustments if you expect to have different attendance, duration or event figures during the forthcoming year (for example, if you will be holding more events). Please see below for more information as to what attendance figures to provide.

PPL PRS Limited will review your actual figures at the end of each Licence Year and any adjustments (positive or negative) will be taken into account when invoicing you for the next Licence Year.

Any material changes should be reported to PPL PRS Limited in accordance with the terms of TheMusicLicence. This includes the opening or closing (or acquisition or disposal) of any premises where you provide SFE as well as changes in duration and attendance figures.

If you are opening new premises (or taking over any premises) you will need to provide your best estimate for the attendance and duration figures for the forthcoming Licence Year, taking into account figures for similar venues where possible. PPL PRS Limited will then discuss this estimate with you.

Attendances

You must record the total attendance for each SFE event. In order to do this, you must count all persons in the premises (including guests but excluding staff) when the SFE event starts and then count every additional person (excluding staff), subject to the guidance below, that enters the premises during the SFE event. The total attendance for that event is the sum of the original persons in the venue plus any additional attendees who arrive throughout the event.

For example, if you have 50 persons in the venue when the SFE event starts and over the course of the event a further 125 people visit the premises, the total attendance for the SFE event is 175 people (50 + 125).

For SFE events where it is not possible to count all persons attending the event you should make your best assessment of the total attendance at the event and record this figure once the event is finished.

You should keep a written/digital record of the total attendance and duration for each event (see **Record keeping and reporting** and **Retention of records** below).

Temporary absences

If a person exits the premises, or relevant area within a premises, during an SFE event for a brief time, e.g.: to smoke or to use their mobile phone, they should not be counted as an additional attendee at that event on their return to the premises or relevant area of the premises. Save for these situations, each person entering the premises, or relevant area of the premises, must be added to the count for the attendance record.



The use of one part of the premises

Where an SFE event takes place in a separate area from the rest of the premises and that SFE usage is not clearly audible in the rest of the premises, you only need to report the admissions to that separate area for that event.

The use of capacity information

PPL PRS Ltd may use capacity information and publicly available information to carry out a “sense check” of the attendance numbers that are reported.

Record keeping and reporting

On request PPL PRS Limited can provide an excel spreadsheet to assist you with recording and providing the information required under the tariff.

Using this spreadsheet, please record the date, day of the week, duration and total attendance for each event as well as the capacity of the part of the premises where the event took place. If you require any assistance in completing the spreadsheet (or require it in a different format) please contact PPL PRS Limited. If you do not wish to use the spreadsheet, please keep a written/digital record of these details for each event

As part of your annual licensing review, you can then report to PPL PRS Limited by providing the spreadsheet (or your written/digital records) with the completed event details for the relevant Licence Year.

PPL PRS Limited may on occasion require proof of these details as set out under Clause 5.7 of TheMusicLicence Terms and Conditions.

Retention of records

In respect of any Licence Year, you should keep these records (dates, attendances and durations) for 6 (six) years from the end of that Licence Year as required under Clause 5.8 of TheMusicLicence Terms and Conditions.

To the extent that there is any clarification required between these guidance notes and the terms of the tariff, the terms of the tariff prevail.