



Please read the following guidelines before submitting your request.

- If the requested material is in paperback, please check the copyright page at the front of the book for information indicating that another publisher previously published the title. In most cases you should apply for permission to the original publisher directly.
- If the requested material is part of an anthology or a collection, please check the acknowledgement page(s) for details on the copyright holder of the material you wish to reproduce. If the copyright is not held by Penguin (UK), apply for permission to the acknowledged third party directly.
- UK copyright expires at the end of the period of 70 years from the end of the calendar year in which the author dies, unless the work was published posthumously. If the copyright has expired, the original text may be reproduced freely and no permission is needed.
- In certain cases we have to consult authors, literary agents or estates, and this might prolong the time of processing your request.
- **Please do not send duplicate requests.**

To apply for permission to use material from Penguin (UK) publications, please complete all the fields appropriate to your particular request. Please do not omit any information as this may cause delays in processing your request.

Adults' books: adultpermissions@uk.penguin.com
Children's books: childrenpermissions@uk.penguin.com
Fax: +44 (0)20 7010 6702
Post: Penguin Group, Permissions Dept., 80 Strand, London WC2R 0RL, UK

Your Details

Name _____ Company _____
Address _____
Country _____
Tel _____ Fax _____
Email _____
Whom to invoice (if applicable) _____

VAT Number (required for EU countries outside of the UK) _____

Requested Material

Title of Penguin book _____
Author/Translator/Editor _____
ISBN _____ Edition _____
Page number(s) _____
Number of words (if prose) or number of lines (if poetry) _____
Name of poem _____
Description/clear photocopy of requested image _____

Please note, when requesting permission to reproduce/feature a cover, we would require a copy of both front **and** back cover together with the copyright page.

Usage Details

Please indicate how you wish to use the requested material.

| | |
|---|------------------------------------|
| <u>Publication</u> | |
| Title_____ | |
| Author/Translator/Editor_____ | |
| Publisher_____ | |
| Territory for distribution_____ | |
| Format (hardback, paperback, CD-ROM, audio, eBook etc)_____ | |
| Print run_____ | Proposed retail price_____ |
| Publication date_____ | Extent (no of pages or poems)_____ |
| Description of your publication_____ | |
| Context in which material would appear_____ | |

| | |
|---|---------------------------------------|
| <u>Website</u> | |
| URL where material would appear_____ | |
| Estimated publication date_____ | Approx. number of visitors/month_____ |
| If access to the material will be restricted/password protected, please complete the following: | |
| Territory for distribution_____ | Number of users_____ |

| | |
|-----------------------------------|---------------------------|
| <u>Photocopying</u> | |
| Number of copies required_____ | |
| Name of school or company_____ | |
| Course name_____ | |
| Professor/teacher/instructor_____ | |
| Proposed retail price_____ | Start date of course_____ |

| | |
|---|----------------------------|
| <u>Dramatisation/Performance</u> | |
| Venue_____ | |
| Venue capacity_____ | |
| Ticket prices_____ | |
| Nature of performance (amateur/professional)_____ | |
| Number of performances_____ | Date of performance/s_____ |

| | |
|---------------------------------|-----------------------------------|
| <u>Prop</u> | |
| Title of production_____ | |
| Production company_____ | |
| Format (TV/film etc)_____ | Date of broadcast/s_____ |
| Description of usage_____ | |
| Territory for distribution_____ | Please provide a synopsis. |