The BBC Written Archives Centre Permission to Use Form

Guide for Users

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The BBC signs the form on the understanding that all necessary steps have been taken to obtain any relevant third party permissions and that evidence of this can be produced if requested (See Part 1, Clause 3).

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If you are applying as an individual, the address must be your personal address. If you are applying on behalf of an organisation/institution/company then it should be the formal legal address of your organisation/institution/company.

The telephone and email should be your personal individual phone number and email address, so that if necessary we can contact you easily.

Please click on all the boxes which apply to your manuscript. This is a 'catch all' template form and not all the sections will be relevant, so please mark the form 'N/A' where applicable.

If you need to describe format, the form will expand as you type.

You must attach the sections of your manuscript which contain BBC written content, together with any accompanying notes sections and an approximate word count of the manuscript as a whole (not just the section you are submitting). Direct quotations from BBC documents should be highlighted. Please ensure that the manuscript you submit is the final version. We cannot grant permission based on draft versions that may change before going to print.
Part 3 of the document will be completed by Written Archives Centre staff on behalf of the BBC.

Please email your completed form and attached manuscript to us. If we are able to grant permission, we will sign and date it and return a PDF copy to you to keep for your records. If a fee is applicable the form will show the amount payable (exclusive of VAT), and we will also send an invoice for the amount. We will always advise on our charges and let you know if a fee is applicable before signing the form.

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