

**Please note this document does not provide legal advice.**

The pages in this document are examples of forms that might be used after professional legal advice has been sought.

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# Permissions

If you intend to use more of a copyright work than is permitted under the Copyright Act or to which you do not have a licence or contractual agreement **written permission of the copyright owner is required:**

- if you wish to copy a substantial part of a work which has been separately published and is still available for purchase
- if your intended use falls outside the provisions of a contractual agreement or licence
- if you intend to use more than is permitted under the Australian Fair Dealing provisions
- if you wish to use photographs of people. Always obtain permission by a talent release form. from the person photographed before re-using their image.

## Requirements

- Permission *must* be received in writing (email okay).
- Permission *must* be granted by someone who has the authority to grant permission.
- A permission statement *must* be included with the work copied.

# Permission letter for created content

## (Written material & created images)

[Copyright owner's details]

[Date]

Dear [insert name or title of addressee],

My name is [Your Name] and I am seeking permission to include the following material [description/reference of material copied [e.g. give story title, detailed description of image, book page numbers, etc.] in [ describe your publication project]

My book may be made available for purchase.

Full and correct acknowledgment of authorship and source will be provided with the material, or as requested by you.

If you are willing to grant permission for me to use the material in the manner described above, please sign in the space provided below, and provide details of any special conditions under which you grant this permission, as well as any particular form of acknowledgement which you require.

By signing this letter, you confirm that [you own/your company owns] the copyright to the material described above.

Please return the completed letter to me at the address indicated, at your earliest convenience, retaining a copy for your reference. Thank you for your consideration of this request. Should you require further clarification or additional information to assist you in processing this request, please do not hesitate to contact me at the address provided below.

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### PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

Conditions, if any, under which this permission is granted:

.....  
.....

Form of acknowledgement:

.....  
.....

..... Signature Date ...../...../.....

Yours faithfully,  
[signature and official address]

# Talent Release Form for images of individuals

**Name of Person Completing Form:** .....

**Publisher details:** ..... **Email:** .....

**Publication details** (describe title, format, page length, availability and any promotion of the book to be undertaken):

.....  
.....  
.....

**Description of images/visuals to be used:**

.....  
.....

- 1 I understand that **my image, likeness, voice, testimonial, name and/or any other representation of me** will be used in the publication described above.
- 2 I consent to the Publisher (and anyone acting within its authority) using, reproducing or editing the Images to enable any product in which the Images appear to be licensed, distributed, exhibited or sold (including for a commercial return),
- 3 In exercising the Image Rights, the Publisher will not intentionally disparage, denigrate or damage my name or reputation.
- 4 I acknowledge that I will not:
  - a. acquire any rights over any product in which the Images are used, or any monetary proceeds which are derived from their sale, licensing, distribution or other use; and
  - b. I release the Publisher (and anyone acting with its authority) from any claims relating to the above consents.

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**Signature (Person Completing Form):** ..... **Date:** ...../...../.....

**(If the person signing is aged under 18, a parent or legal guardian must sign below)** I am the parent or legal guardian of the above person and I also give my consent to the terms of this form.

**Name of Parent of Guardian:** .....

**Signature of Parent or Guardian:** ..... **Date:** ...../...../.....

**Publisher contact details:** .....

# Copyright Assignment/Release Form for images

**(Includes photos & illustrations)**

I hereby grant to ..... unlimited permission to use the following copyrighted material (listed below) and any derivative work based on the images. I am granting ..... unlimited permission for exclusive rights to use the image(s), and/or art object(s) described below in this and future editions of the following project:

Project Name .....

Description of Copyrighted Material:

.....  
.....  
.....

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I certify that no other individual or parties hold copyright interest in the work(s) described above, that I hold all rights to the works listed, and that the license granted herein does not violate any third-party rights or applicable laws.

Printed name: .....

Signature: .....

Date: .....

Street address: .....

City, State: .....

Postcode: .....

Phone number: .....

Email address: .....