



COPYING 5 - PURCHASE ORDER FORM

PURCHASE ORDER FORM FOR AN INTERNET USAGE LICENCE TO DISPLAY LAND & PROPERTY SERVICES (LPS)/ORDNANCE SURVEY OF NORTHERN IRELAND® (OSNI®) BRANDED INTELLECTUAL PROPERTY (IP) ON THE INTERNET IN FIXED IMAGE FORMAT

Send your purchase order form to:

Intellectual Property Rights (IPR) Branch,
Land & Property Services,
Lanyon Plaza,
7 Lanyon Place,
Town Parks,
Belfast, BT1 3LP

E-mail: copyright@finance-ni.gov.uk

Official use only.

Customer ID _____

Licence No _____

AccNI Cust No _____

PLEASE DO NOT SEND PAYMENT UNTIL YOU HAVE RECEIVED OUR INVOICE

- The Internet Usage Licence is a non-refundable Licence. The twelve (12) month licensing period commences on 1 April of each year. A licence which begins during the licensing year will be charged pro rata provided that a purchase order for a licence is made prior to internet usage. The Internet Usage Licence will allow the display of LPS IP on the Internet on **those Internet site addresses designated by you in this purchase order form**. This must be renewed annually thereafter if you wish to continue to display LPS IP on the Internet.
- We recommend that you read all the information outlined in this purchase order form. If you require assistance to complete this purchase order form please contact IPR Branch.
- You shall without set off or deduction, pay to us all monies due in respect of the Internet Usage Licence in accordance with the LPS Sales Policy.
- The Internet Usage Licence is subject to a minimum annual licensing charge of £85.20 + VAT.
- If you inform LPS in writing of your decision to cancel within seven (7) working days of the Commencement Date (for the avoidance of doubt the Commencement Date will be the date of issue of the Internet Usage Licence) we will not charge you.

GUIDANCE FOR USAGE OF LPS IP ON THE INTERNET

- For the purpose of the Internet Usage Licence LPS IP includes but is not limited to OSNI branded paper mapping, digital mapping data, air photography and orthophotography.
- Crown Copyright subsists in all LPS IP from the publication date to the end of that calendar year and then for a further 50 years.
- LPS creates, produces and publishes all OSNI branded IP and in order to display this on the Internet you must have LPS prior written permission in the form of an Internet Usage Licence.
- You may only display digital mapping data in raster format on the Internet.

DISPLAY AND CHARGES FOR LPS IP IN FIXED IMAGE FORMAT

A charge of £85.20 + VAT per Designated Internet Site Address set out in Section 3 below allows fifty (50) fixed images to be displayed on each of the Designated Internet Site Addresses, provided each individual fixed image does not exceed 12cms x 12cms. Any additional fixed image thereafter will be charged at £1.66 per image per Designated Internet Site Address provided they do not exceed 12cms x 12cms.

FOR FIXED IMAGES EXCEEDING 12CMS X 12CMS YOU WILL BE CHARGED £85.20 PER IMAGE PER DESIGNATED INTERNET SITE ADDRESS.

You may allow single copies of each fixed image to be printed provided they are for private use and that you do not charge for these. If you wish to charge for the printing of LPS IP you should email: commercial@finance-ni.gov.uk

All charges are reviewed from 1 April of each year.

Acknowledgment to be displayed on the Internet site

The following should be displayed as acknowledgement however LPS will agree the exact format with you and are prepared to be flexible.

- Land & Property Services
- Licence No. (Insert number)
- © Crown Copyright (Insert year)
- The LPS Logo (as shown at the top of this form) can be displayed on the page with a hyperlink to display the following information:

“Land & Property Services (LPS) Intellectual Property (IP), which includes Ordnance Survey of Northern Ireland® (OSNI®) branded mapping, is subject to Crown copyright. LPS IP may not be further sub-licensed, sold, demonstrated, lent, otherwise transferred or exploited without the prior written permission of LPS. LPS shall not be held liable for LPS IP not being fit for your purpose or applications.”

PLEASE USE BLOCK CAPITALS

1. DETAILS

Company Name (if applicable)

Contact Name

Address

Postcode

Telephone Number

E-mail Address

VAT Registration Number

2. LPS IP in Fixed Image format

Number of fixed images **not** exceeding 12cms x 12cms in size

Number of fixed images exceeding 12cms x 12cms in size

3. INTERNET SITE ADDRESSES AND COMMENCEMENT DATE

Commencement date of display of LPS IP on the Internet

“Designated Internet Site Addresses”

4. DATA PROTECTION

4.1 Any personal data* you provide will only be used for the performance of your contract with LPS as set out in the LPS privacy statement found at: <https://www.finance-ni.gov.uk/publications/lps-privacy-notice>

*“Personal Data” shall have the same meaning as is set out in s. 3(2) Data Protection Act 2018

4.2 None of the OSNI products available from LPS contain Personal Data.

4.3 If, in the event of reproducing LPS IP under this Licence, You incorporate or combine any Personal Data with the LPS IP in the course of Your Internal Business Use You acknowledge and accept that You shall:

4.3.1 Be solely responsible for ensuring all Data Protection Legislation is adhered to and complied with; and

4.3.2 Keep LPS harmless from any and all claims or liability for any breach of data protection legislation arising from any datasets you incorporate or combine with the LPS IP

5. SIGNATURE

(a) Signature

(b) If you are signing on behalf of Company state the position you hold in the Company

Name (BLOCK CAPITALS)

Date