

COPYING 7 - 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 PAN AND ZOOM 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 _____	Location Code _____
Licence No _____	Commencement date _____
AccNI Ref _____	

PLEASE DO NOT SEND PAYMENT UNTIL YOU HAVE RECEIVED OUR INVOICE

- The Internet Usage Licence is a non-refundable Licence from LPS. The twelve (12) month licensing period commences on 1 April. 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 solely on one internet site shown in Part 4 of this application.** If you need a licence for more than one site please contact LPS IPR to discuss your options prior to your application.
- This must be renewed annually thereafter if you wish to continue to display LPS IP on the Internet site shown in Part 4 of this form .
- 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.
- However, if you inform us in writing of your decision not to display LPS IP within seven (7) days of your 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 this application form 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 PAN AND ZOOM FORMAT

The Licence fee due for displaying LPS IP in Pan and Zoom Format will be 5% of the equivalent digital data licence fee for the LPS IP displayed on the Internet Site shown in section 4. This charge will be reviewed from the 1 April each year.

You may allow single copies 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

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 Licence 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 TO BE DISPLAYED

Name and year of publication of the map that you wish to display

Sheet/Plan Number

Scale

Air Photograph - File No

Frame No

Orthophotography Tile Number

3. DISPLAYING LPS IP IN PAN AND ZOOM VIEW ONLY FORMAT

YES

NO

4. FURTHER INFORMATION

When do you wish to display on the Internet (insert date)

The Internet Site address

5. DATA PROTECTION

5.1 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.

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

5.3 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:

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

5.3.2 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

6. SIGNATURE

(a) Signature

Date

Name (BLOCK CAPITALS)