

PUBLISHING 2 - APPLICATION FOR PERMISSION TO REPRODUCE LAND & PROPERTY SERVICES (LPS)/ORDNANCE SURVEY OF NORTHERN IRELAND® (OSNI®) BRANDED INTELLECTUAL PROPERTY (IP) WITHIN REPORTS

THIS FORM MUST BE COMPLETED IN FULL

Please forward your application 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

LPS USE ONLY

Customer ID

Permit No

Commencement Date:

- If permission is granted a Report Publishing Permit will allow the Permit Holder to publish the IP within reports and will be valid for four (4) consecutive quarters from the Commencement Date. For the avoidance of doubt the Commencement Date will be the date of issue of the Report Publishing Permit and a quarter is a three (3) month period with the possible exception of the first quarter which will end on the first quarter end date reached after the Commencement Date. Each quarter end date shall be 31st March, 30th June, 30th September and 31st December. If the Permit Holder wishes to continue to publish the IP in reports at the end of the four (4) quarter period then the Permit Holder must apply for a new Report Publishing Permit.
- LPS recommends that all the information outlined in this application form is read before you submit your completed application form. Any further information or assistance needed to complete this application form can be obtained by contacting the LPS IPR Branch at the contact points outlined above.
- The copyright royalties due for the reproduction of the IP shall be subject to LPS' minimum charge of £60.30 +VAT for the issuing of a Report Publishing Permit and, if permission is granted in the form of a Report Publishing Permit, the Permit Holder shall without set off or deduction pay all sums properly due to LPS in respect of the Report Publishing Permit in accordance with the Sales Policy.
- If the Permit Holder informs LPS within seven (7) days from the Commencement Date (For the avoidance of doubt the Commencement Date will be the date of issue of the Report Publishing Permit) in writing (email is acceptable) of the Permit Holder's decision not to publish any reports containing reproductions of the IP within the four (4) quarters LPS will not charge the Permit Holder for the issuing of a Report Publishing Permit.

GUIDANCE FOR PUBLISHING

- For the purpose of this application form the IP includes but is not limited to OSNI branded paper mapping, digital mapping data, air photography and orthophotography.
- Crown Copyright subsists in the IP from the publication date to the end of that calendar year and then for a further fifty (50) years.
- LPS creates, produces and publishes all OSNI branded IP and in order to publish this IP you must have LPS prior written permission.

- The Report Publishing Permit is only for the Permit Holder's use. LPS permission is granted to the Permit Holder for the copies of a report(s) produced by the Permit Holder. Third parties in receipt of reports published under the Report Publishing Permit must obtain permission from LPS to further reproduce these reports. Any third party wishing to further reproduce these reports should contact LPS IPR Branch at the contact points outlined above. Permit Holders should bring this to the attention of those receiving reports published under this Report Publishing Permit.

QUARTERLY RETURNS

- The Permit Holder must submit a quarterly return confirming size and total copies of LPS IP used in report(s) in each quarter to LPS during the period of this Report Publishing Permit. (LPS IPR branch will email the quarterly return form in advance of the last day of each quarter).
- Each submission is to be within ten (10) days of the end of each quarter. Where the Permit Holder has not published in a quarter a Nil return is to be confirmed.
- Failure to make quarterly returns may result in this Report Publishing Permit being withdrawn, whereupon the Permit Holder will be invoiced for the Copyright royalties due.

CHARGES

- The minimum charge for the issuing of a Report Publishing Permit is £60.30 + VAT.
- On completion of the fourth quarter the Permit Holder will be invoiced for all Copyright royalties due. Copyright royalties are calculated by applying the Category A publishing rate (as outlined in LPS's current published price list) to the quarterly returns submitted by the Permit Holder.
- If total usage over the four quarters is less than the minimum charge for the issue of a Report Publishing Permit the Permit Holder will be invoiced for the minimum charge.
- All charges are subject to the prevailing rate of Value Added Tax.
- These charges will be reviewed from 1st April each year.

COPYRIGHT ACKNOWLEDGMENT

- Each authorised reproduction must include the:
 - Report Publishing Permit Number;
 - Year of publication; and
 - One of the following acknowledgements:
 - (a) "This Intellectual Property is Crown Copyright and is reproduced with the permission of Land & Property Services under Delegated Authority from the Keeper of Public Records, ©Crown Copyright and database right" or;
 - (b) Where the reproduction is not solely confined to LPS Intellectual Property the words "Based upon" should be inserted after "This Intellectual Property is" and before the words "Crown Copyright" in the acknowledgement.
 - (c) The note "©Crown Copyright" along with Your Permit number & the Year of Your publication will be sufficient for a finished reproduction of less than 200 sq cms.
 - (d) When the extract is obtained from out of Copyright material the acknowledgement should be "Reproduced from the ____" (Year of publication) Land & Property Services/Ordnance Survey of Northern Ireland® map".

DATA PROTECTION

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.
- None of the OSNI products available from LPS contain Personal Data.
- 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 preparing and publishing Your Report(s) You acknowledge and accept that You shall:
 - Be solely responsible for ensuring all Data Protection Legislation is adhered to and complied with; and
 - 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

1. APPLICANT DETAILS (BLOCK Capitals)

Company Name (if applicable)

Contact Name

Address

Post Code

VAT Registration No

Tel:

Email:

2. APPLICANT SIGNATURE

Signature

Name (BLOCK CAPITALS)

Date