

PUBLISHING 3 - APPLICATION FORM FOR PERMISSION TO PUBLISH LAND & PROPERTY SERVICES (LPS)/ORDNANCE SURVEY OF NORTHERN IRELAND® (OSNI®) BRANDED INTELLECTUAL PROPERTY IN ELECTRONIC BOOK FORMAT

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, the publication must be available for download within six (6) months from the Commencement Date. If you do not publish within this time the permit will expire and you will have to reapply. (This does not apply if LPS' Intellectual Property Rights (IPR) Branch has agreed a publication date with you). For the avoidance of doubt the Commencement Date will be the date of issue of the Publishing Permit.
- LPS recommend that you read the Publishing Guidance Notes outlined in this application form before you submit your application to publish. If you require assistance to complete this application form please contact IPR Branch at one of the contact points outlined above.

1. APPLICANT DETAILS (BLOCK Capitals)

Company Name (if applicable)

Contact Name

Address

Post Code

VAT Registration No

Tel:

Email:

2. INTELLECTUAL PROPERTY

Name and year of publication of the LPS/OSNI branded IP or map based upon the IP you wish to publish

Publication Name

Publication Year

Sheet/Plan Number

Scale

AIR PHOTOGRAPH

File Number

Frame Number

ORTHOPHOTOGRAPHY

Tile Number

Total area in sq cms of the IP, or map based upon the IP, to be reproduced in eBook:

sq cms

3. REPRODUCTION DETAILS

LPS/OSNI branded mapping is made up of the following components, please tick either All Components OR each individual component that you wish to use in your publication:

- | | |
|---|---|
| <input type="checkbox"/> All Components | <input type="checkbox"/> Road and Rail |
| <input type="checkbox"/> Boundaries | <input type="checkbox"/> Symbols |
| <input type="checkbox"/> Contours | <input type="checkbox"/> Urban Outline |
| <input type="checkbox"/> Names (Definitive and Descriptive) | <input type="checkbox"/> Vegetation |
| <input type="checkbox"/> Outline of Northern Ireland | <input type="checkbox"/> Water Features |

(These components are listed in alphabetical order and not in order of importance.)

If you use three (3) or more components we will charge you at our Category A classification rate. If you use fewer than three (3) components we will charge you at our Category B classification rate.

Publishing rates can be viewed on LPS web pages (select this [link](#) to view):

DERIVED REPRODUCTION

If the derived reproduction is redrawn to your own specification and/or embodies the results of independent work:

What LPS/OSNI branded IP will be omitted?

and/or, what is the source and nature of the independent work added?

4. PUBLICATION INFORMATION

LPS will apply the appropriate publishing rates for your eBook downloads as published on the DoF website.

Do you intend to include any advertising in your publication? Yes No

Name of Publication

Publication date

eBook is available for download from (web address):

Maximum number of downloads permitted (PLEASE NOTE: This will only be completed after discussion with LPS):

5. APPLICANT SIGNATURE

I/We hereby apply for permission to publish LPS/OSNI branded IP in eBook format:

Signature

Name (BLOCK CAPITALS)

Date

6. SIGNED ON BEHALF OF LAND & PROPERTY SERVICES

Signature

Name (BLOCK CAPITALS)

Date



PUBLISHING GUIDANCE NOTES FOR EBOOK FORMAT

1. INTRODUCTION

If you wish to publish any work protected by the Copyright Designs and Patents Act 1988 (as amended) (the “Act”) you should take all reasonable steps to identify the Copyright owner of the material to obtain permission to make copies.

2. CROWN COPYRIGHT IN LPS IP

2.1 Under the “Act”, Crown Copyright subsists from the publication date to the end of that calendar year and then for a further 50 years. The Deputy Secretary of Land & Property Services (LPS) has a Delegation of Authority from the Keeper of Public Records in whom is vested by Royal Letters Patent the Crown Copyright in all Government information and works for licensing the copyright and database right in all IP produced by LPS.

2.2 If you publish copyright protected LPS/ Ordnance Survey of Northern Ireland® (OSNI®) Intellectual Property (IP) or material based upon copyright protected LPS/OSNI branded IP without LPS’ permission you are acting in breach of the “Act” and infringing Crown copyright in LPS’ IP LPS may initiate criminal or civil action.

3. PUBLISHING

Using the appropriate Publishing application Form you must apply for LPS’ permission if you wish to publish or reprint a publication based directly or indirectly on LPS’ IP or to copy such IP in the revision of a publication and the permitted conditions of use will be defined in the Publishing Permit.

4. ROYALTIES

4.1 LPS will charge you Royalties on each download in accordance with LPS’ current rates taking into account the category of copying and the size of the finished reproduction.

4.2 Areas of sea not mapped by LPS will be excluded when calculating the area to be charged for the purpose of determining the Royalties due.

4.3 Atlases will accrue a 10% discount to account for overlaps. Atlases and flat maps will be assessed using the actual land area.

4.4 LPS charge a minimum fee for the issuing of a Publishing Permit.

4.5 LPS will not charge you for maps derived, redrawn and published at a scale of 1:1,000,000 or smaller but the copyright acknowledgement “Based upon Land & Property Services Intellectual Property © Crown Copyright (year of Publication)” must be shown.

5. PUBLISHING ROYALTIES

All Publishing Royalties and Categories can be viewed on DoF web pages (select this link to view)

6. PAYMENT

You shall without set off or deduction, pay to LPS all monies due in respect of the Publishing Permit in accordance with the Sales Policy (select this link to view Sales Policy); Should you decide not to proceed with your publication you will have to pay LPS the minimum charge for issuing a Publishing Permit £60.30 +VAT. You must let LPS’ Intellectual Property Rights (IPR) Branch know in writing if you decide not to publish.

7. RIGHT TO CANCEL

If you inform LPS IPR Branch in writing of your decision not to publish within seven (7) days of the Commencement Date (for the avoidance of doubt the Commencement Date will be the date of issue of the Publishing Permit) we will not charge you.

8. REPRINTS/NEW EDITIONS

Permission to copy LPS’ IP is given for a single print run only. Reprints or New Editions are treated as new publications.

9. USE OF THE IRISH GRID

The reproduction of the Irish Grid is permitted, provided that the following acknowledgement is included: “The grid on this map is the Irish Grid, taken from the Land & Property Services/ Ordnance Survey of Northern Ireland® IP”

10. COPYRIGHT ACKNOWLEDGEMENT

10.1 Each authorised reproduction must include the:

- Publishing Permit Number;
- Year of publication; and
- One of the following acknowledgements:

(i) “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;

(ii) 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.

(iii) 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.

(iv) In an Atlas or Guidebook one full acknowledgement in a prominent position will be sufficient, provided that each map shows the note “© Crown copyright” along with Your Permit number & the Year of Your publication.

(v) 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”.

10.2 For software, including data stored on electronic media, the appropriate Crown Copyright acknowledgement should appear on any packaging and the opening screen each time the material is accessed.

11. DATA PROTECTION

11.1 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.

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

11.3 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:

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

11.3.2 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

12. ENQUIRIES

Further information relating to copyright in LPS IP can be obtained from:

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
Web: www.finance-ni.gov.uk