



## Copying 3

### COPYRIGHT – Internal Business Use Guidance Notes

#### 1. INTRODUCTION

- 1.1 If you wish to copy any Intellectual Property (IP) 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 IP and to obtain prior permission to make copies.
- 1.2 If you copy in Copyright Land & Property Services (LPS)/Ordnance Survey of Northern Ireland® (OSNI®) IP or material based upon in-copyright LPS/OSNI branded IP without our permission you are acting in breach of the “Act” and infringing the Copyright in our work and we may take criminal or civil action.
- 1.3 Before copying any IP which does not bear the legend “© Crown Copyright” but which resembles LPS/OSNI IP, or where the Copyright owner is not readily identifiable, IPR Branch will be pleased to advise on the origin of the IP.

#### 2. COPYRIGHT IN LPS MATERIAL

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 Chief Executive of LPS operating under delegation of authority from the Controller of Her Majesty’s Stationery Office, for the licensing of LPS IP. The controller of HMSO in whom is vested by Royal Letters Patent the Crown Copyright in all Government information and works.

#### 3. INTERNAL BUSINESS USE LICENCES.

- 3.1 If you wish to copy our IP for Internal Business Use you will have to either:
  - i) Purchase an annual non-refundable Copyright Licence from us. The 12 month licensing period commences on 1<sup>st</sup> April. A licence which begins during the licensing year will be charged pro rata provided that an application is made prior to copying.or
  - ii) Make a specific application on each occasion a copy is required. Specific application requests must be made in advance of copying.

The Licence will authorise you to copy our IP within your own offices for Internal Business Use.

- 3.2 Internal Business Use is to fulfil the requirements for the internal day-to-day activities involved in the operation of your business. You or your business can use the Licence for making copies of LPS/OSNI branded IP for submission to:

The Planning Office, Land Registry, Building Control, Property Vending, Court Proceedings. All submissions must be made on your or your business’s behalf.

- 3.3 If your original IP has been downloaded from other Crown or Licensed sources which allow downloads of LPS IP and contains third party Copyright please contact IPR Branch.
- 3.4 We comply with “[Fair Dealing](#)” as set out in the “Act”. The Licence confers no right to obtain extracts of our IP from public libraries. Our IP obtained from public libraries may only be used for research or private study (for clarity, research is restricted to non-commercial purposes. Private study may not be for any commercial advantage.)
- 3.5 Licence fees can be viewed on Copying 4.

#### 4. HIGH VOLUME COPYING

For high volume copying a sampling exercise will be carried out (we will ask you to record the number of copies you make over an agreed period of time) from this we will be able to establish a licence fee. See Copying 2.

#### 5. TERMS OF PAYMENT

Payment will be as per the LPS Sales Policy, as posted on web site [www.lpsni.gov.uk](http://www.lpsni.gov.uk);

#### 6. COPYRIGHT ACKNOWLEDGEMENT

Each authorised copy must include One of the following acknowledgements: -

- i) “The Land & Property Services Intellectual Property is Crown Copyright and is reproduced with the permission of Land & Property Services under Delegated Authority from the Controller of Her Majesty’s Stationery Office, © Crown Copyright and database right Licence No & date of copy”.
- ii) The note “© Crown Copyright” will be sufficient for a finished reproduction of less than 200 sq cms.

#### 7. ENQUIRIES

Copyright and Contract Management Branch  
1<sup>st</sup> Floor, Lincoln Building  
27-45 Great Victoria Street  
MALONE LOWER  
Belfast, BT2 7SL

Tel: - (028) 9025 1560 Fax: (028) 9025 5700

E-mail: - [copyright@dfpni.gov.uk](mailto:copyright@dfpni.gov.uk)  
Web: - <http://www.lpsni.gov.uk/>