

Re-Use of Public Sector Information Regulations

Licence to Re-Use Information

This template licence covers those categories of Public Sector information where the terms and conditions need to be tailored to meet specific circumstances. It also covers those cases where payments are required. Clauses marked with green highlighting should only be included where appropriate

This licence is dated [date of final signature]

And is between Telford & Wrekin Council, Civic Offices, Coach Central, Telford, TF3 4WZ

And [insert name and address of licensee]

Definitions

In this licence, the terms below have the following meanings:

Accounting period:	as set out in schedule A. Royalty licences
Application:	Your application for a licence to reproduce the material.
End-Users:	Users and subscribers who access electronic or digital version of the Product. Electronic licences
End-user licence:	A licence issued by publishers of electronic products and publications setting out the terms of use to end-users. Electronic licences
Licence:	This licence including the schedules.
Material:	The material listed at schedule B.
Official source:	any publication, product or information service which has been made available to the public by us or on our behalf. This includes our official website.
Our, us and we:	Telford and Wrekin Council
Product:	Your product or products as set out in schedule B
Sales income:	The money you receive from the sale or supply of your product (not including VAT). Royalty licences
Start date:	As specified at schedule A
Statement:	a statement of the sales income and the royalty payable to us for each accounting period. Royalty licences
you, your:	The licensee named in schedule A

Grant

We are granting you the non-exclusive rights set out in schedule A

Period

This licence is for the initial term given in schedule A. It will continue after that term unless you or we end the licence.

Your obligation

You must:

- Provide full and accurate information on your application and in the context of the licence and let us know if any of this information changes during the operation of the licence;
- Keep full and accurate records of the sales of your product; **Royalty licences**
- Let us know if you want to end the licence;
- Reproduce the material accurately from the current official source. In cases where you want to reproduce material that has been superseded you should make it clear that a more up to date version is available.
- Send us, if we ask for it, with a complimentary copy and/or subscription of any product or publication that you produce that includes the material. In the case of electronic products and services you should provide the appropriate end-user licence. We shall notify you of the address(es) where they should be sent;
- Send us, if we ask for it, a copy of your standard end-user licence; **Electronic licences**
- Allow us to inspect the product to check that you have kept to the terms of this licence:
- Identify the source of the material set out in schedule A; **Where appropriate**
- Feature the copyright statement set out in schedule A; **Where appropriate**
- Ensure that you comply with the terms of the Data Protection Act 1998;
- Use a competent translator to translate the text of the material accurately from an official source and in a style which is in keeping with the original text; **Translation licences**
- Not reproduce versions of the material and present them in a way which could imply that it has official status or has our endorsement;
- Not reproduce our logos;
- Not use the material to advertise or promote products or services in ways which could imply endorsement of these products and services by us, or generally in a manner which is likely to mislead others;
- Not use the material in ways which are knowingly or potentially libellous or slanderous of individuals, companies or organisations

Our obligations

We aim to:

- Confirm receipt of the application promptly
- Quickly put right any difficulties or answer any queries which you may have
- Handle all licences in a way that is fair and consistent
- Give you details of any changes to this licence
- If you are dissatisfied with the standard of service you receive from us, you can make a formal complaint. We will deal with it by following our complaints procedure. You can find this on our website at <http://www.telford.gov.uk> or please email us at customer.quality@telford.gov.uk or telephone 01952 380000 and we will send you the details.

List of Licence holders

We may list the names and addresses of all licence holders on our website because we want;

- To be open and transparent about who has a licence; and
- To help applicants, particularly those from large organisations, to check whether they already have a licence

We will not use this information for marketing or publicity purposes, if you are a private individual please let us know whether you are willing to have your details listed.

Obtaining the material

- In most cases you will be able to reproduce the material from the official source as long as you are careful not to infringe the copyright of another party. You may reproduce the material by whatever means you choose, including scanning, downloading from our website or by re-keying
- We may be able to supply the material you want to reproduce in alternative formats, such as digital/ please contact us with details of the format you would prefer. We will tell you whether the material is available in that format and what the supply cost will be.

[insert contact details]

Payment details **all licences involving payments**

These are given in schedule A

Vat **All licences involving payments**

All payments will be subjected to VAT at the appropriate rate.

Invoice and payment arrangements **All licences involving payments**

We will send you an invoice for the amount that you are due to pay us, you must pay all invoices within 28 days of the invoice date. Make your cheques payable to [insert details] and send them to [insert details]

We have the right to charge interest on any amounts that are not paid within the 28 days at a rate of 2% a month above the minimum lending rate.

Statements Royalty licences

You must send us a statement within 90 days of the end of each accounting period so that we can calculate the payment due.

Inspection of accounts royalty licences

We, or our representative, may inspect your records for sales income and royalties payable to us.

These inspections will take place at your premises during your normal business hours. We shall give you reasonable notice of our wish to inspect your accounts, either in writing or by email.

Ending the licence

This licence may be ended:

By You

You have the right to end this licence at any time by giving one months notice to us in writing or by email

By Us

We have the right to end this licence;

- After the end of the initial term by giving you six calendar months notice in writing or by email
- If at anytime you are wound up, declared bankrupt, placed in the hands of receivers or creditors or otherwise stop operating;
- At any time if there is a significant breach of the terms of this licence and you do not put this right within 60 days of our telling you in writing or by email.
- You fail to pay the specified fee within 28 days of the due date.

Consequences of the licence ending licences involving end-users and/or payments only- delete bullet points as necessary

Ending the licence shall not affect:

- The rights of any end-user who has been granted an end-user licence;
- Our right to payments under this licence;
- Our right to statements under this licence

Changes to the terms of this licence

The terms of this licence may only be changed if you and we agree in writing or by email. We will confirm any changes to the licence, sending you an amended schedule.

Assignment

This licence may not be assigned.

Disclaimer

Your use of the material under this licence is entirely at your own risk. We make no warranty, representation or guarantee that the material is error free.

Governing law

- This licence is made under the laws of England and Wales and comes under the exclusive jurisdiction of the courts of England and Wales.

Signed by Date

Name in block capitals

For the [insert name of organisation issuing the licence]

Signed by Date

Name in block capitals

Job title

For [insert name of licensee]

Licence number:

Start date..... [date of final signature]

Licensee's name, address

[Insert details]

Accounting periods **Royalty licences only**

The first accounting period will run from the start date until (inclusive). After that the accounting periods will be from to (inclusive).

Copyright Statement

© [insert name of copyright owner] copyright material is reproduced with the permission of [insert name of copy right owner].

Grant

Insert details of what rights are being granted for example:

To publish and sell the material as part of your product throughout the world in the English language

Initial term

[X] year(s) from the start date.

Payment details **all licences involving payments**

Royalty based licences: formula for calculating royalties payable

One-off or annual fee based licences: amount payable and when it will be invoiced payments to be made in sterling/euro

Source acknowledgment

Insert as appropriate, for example [title] of the material produced by [organisation name]

Additional information

For example, this section could include specific details relevant to the licence that are not covered elsewhere in the terms and conditions.

The information dataset will be updated in [insert date] each year; updated information can be supplied under this Licence at a cost of £ per update. All terms and conditions of this Licence apply to the provision of updated information.

Schedule B

Material

Insert title and/or description of the material being reproduced.

Product

Insert details of the licensee's product(s)

