

Copyright and Licensing Arrangements

To help re-users of your material know who owns the copyright in the material they want to re-use and how to get a licence, we recommend you provide accurate notices and statements on your documents and websites.

We are responsible for licensing the re-use of Crown copyright material produced by Crown bodies. Separate guidance has already been published on appropriate copyright and publishing notices.

Example notices

Below you will find examples of notices that you may adapt to meet your organisations' requirements.

Notices for publications

Option 1:

This covers cases where the material can be re-used without a licence.

© [insert name of copyright owner] copyright [insert year of publication]

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context. The material must be acknowledged as [insert name or copyright owner] copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at [insert address]

Any enquiries regarding this document/publication should be sent to us at [insert contact details]

Option 2:

This covers cases where a licence is required to re-use the material. It covers both free and charged licences.

© [insert name of copyright owner] copyright [insert year of publication]

If you wish to re-use all or part of this document/publication you will need a licence. Applications can be sent to us at:

[insert contact details]

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

Notices for websites

Option 1:

This covers cases where the material can be re-used without a licence:

© [insert name of copyright owner] copyright [insert year in which the website was established or last amended]

You may re-use the material featured on this website (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context. You must acknowledge the material as [insert name or copyright owner] copyright and give the title of the document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

We encourage users to establish hypertext links to this website.

Option 2:

This covers cases where a licence is required to re-use the material. It covers both free and charged licences.

© [insert name of copyright owner] copyright [insert year in which the website was established or last amended]

You may download the material featured on this website to file or printer for non-commercial research and private study. You will need a licence from us for any other form of re-use. Applications can be sent to us at:

[insert contact details]

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

We encourage users to establish hypertext links to this website.