



Start date: as specified at Schedule A.

Statement: a statement of the Sales income and the royalty payable to us for each Accounting period.

You, your: the licensee named in Schedule A.

## **2 Grant**

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

## **3 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.

## **4 Your obligations**

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;
- keep full and accurate records of the sales of your Product;
- 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 In cases where you want to reproduce Material that has been superseded you should make it clear that a more up to date version is available;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;
- 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; [*Where Appropriate*]
- the reproduced versions of the Material must not be presented 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, or 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;

## 5. 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.

## 6. Obtaining the Material

6.1 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.

6.2 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 costs will be.

*Information Access Officer  
Worcestershire County Council  
Corporate Information Management Unit  
County Hall  
Spetchley Road  
Worcester  
WR5 2NP*

## 7. Payment details

These are given in Schedule A.

## 8. VAT

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

## 9. Invoice and payment arrangements

We will send you an invoice for the amount that you are due to pay to us.

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County Hall  
Spetchley Road  
Worcester  
WR5 2NP

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.

**10. Statements**

You must send us a Statement within 6 months of the end of each month. If you do not send us a Statement, we will send you a Statement on behalf of the payee. You must also send us a copy of the Statement to the payee.

**10.**

**15. Assignment**

This Licence may not be assigned.

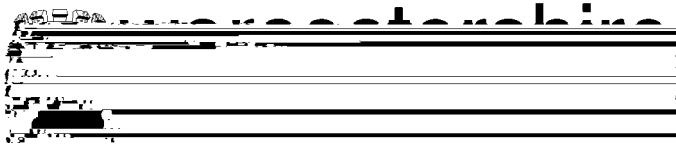
**16. Complaints**

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://worcestershire.whub.org.uk/home/wccindex/wcc-cr.htm> or please e-mail us at [re-use@worcestershire.gov.uk](mailto:re-use@worcestershire.gov.uk) or telephone 01905 766364 and we will send you details.

**17. Disclaimer**

Your use of the Material under this Licence is entirely at your own risk. We make no warranty,

Job title .....  
for *[insert name of Licensee]*



## SCHEDULE A

Licence number: .....

Start date

.....



## **SCHEDULE B**

### **Material**

*Insert title and/or description of the Material being reproduced.*

### **Product**

*Insert details of the Licensee's product(s)*

Initialed: .....

Initialed: .....