



HOUSES OF PARLIAMENT

APPLICATION FORM FOR PERMISSION TO REPRODUCE IMAGES OF WORKS OF ART

PLEASE READ THE TERMS AND CONDITIONS ATTACHED TO THIS FORM

| | |
|--|--|
| Name | |
| Job title (if applicable) | |
| Company name (if applicable) | |
| Address | |
| | |
| | |
| Telephone number | |
| Email address | |
| Invoice address (if different from above) | |
| | |
| | |

DETAILS OF MATERIAL TO BE REPRODUCED (continue on a separate sheet overleaf if necessary)

| WOA number | Title | Artist | Description |
|------------|-------|--------|-------------|
| | | | |
| | | | |
| | | | |

RIGHTS REQUIRED (non-exclusive) (delete as applicable)

| | |
|---|--|
| Single language, single country, please specify | |
| World rights, one language, please specify | |
| World rights, all languages | |

PLEASE COMPLETE THE RELEVANT SECTION OF THE FORM

A. BROADCAST MEDIA

| | |
|--|---|
| Type of broadcast (terrestrial, non terrestrial, DVD, online, etc) | |
| Production company | |
| Producer/ director | |
| Date of broadcast | |
| Title | |
| Retail price | |
| Period of licence required (up to a maximum of five years) | |
| Black & white / full colour (delete as applicable) | |
| Please indicate all that apply: | Single flash, single broadcast |
| | Multiple flash, single broadcast |
| | Repeat broadcast terrestrial |
| | Repeat broadcasts, terrestrial, non-terrestrial and web |
| DVD (please state print run) | |

B. NEW / DIGITAL MEDIA

| | |
|--|--|
| Type of media (webpage, app, podcast, cd-rom, etc) | |
| Publisher/ company | |
| Author/project manager | |
| Date of production/publication | |
| Title / web address | |
| Price | |
| Period of licence required (up to a maximum of five years) | |
| Black & white / full colour (delete as applicable) | |

I hereby apply for permission to reproduce the copyright photographs listed above. If permission is granted, I agree to abide by the terms and conditions attached.

| | |
|------------------------------|--|
| NAME OF THE APPLICANT | |
| SIGNATURE | |
| DATE | |

Terms and Conditions

Supply of Digital Images

1. All images will be delivered in digital format. Clients will receive images via an emailed link to a site from which the image can be downloaded or alternatively by post on a CD or DVD.
2. Digital Images must not be altered in any way (including cropping) without the written consent of the Palace of Westminster beforehand.
3. All digital images must be deleted on publication and must not be stored.
4. CDs or DVDs do not have to be returned, but should be destroyed and must not be stored.

New Photography

5. New Photography can be undertaken.
6. Charges may vary according to the size and accessibility of the object and the number of staff required to carry out the work.
7. All photography must occur within Parliamentary Recess, and there is no guaranteed time frame from the date of request within which photography will occur.
8. All photography is undertaken by the Palace of Westminster's appointed photographers. Outside photographers are only admitted in exceptional circumstances.

Applying for Reproduction Rights

9. Images from the Palace of Westminster collection must not be reproduced in any way without the permission of the Palace of Westminster.
10. Clients must apply for permission using the Reproduction Application form supplied.
11. On receipt of a completed reproduction Application form, a licence granting permission on payment of reproduction fees will be sent to the client.
12. Fees are payable according to the Palace of Westminster's rates.
13. Reproduction fees are payable on publication. The client must keep the Lender informed of the publication date.

Reproduction Rights

14. Responsibility for the management of reproduction rights remains with the Palace of Westminster.
15. Reproduction rights (if and when granted) are strictly limited to the use, period of time and territory specified on the Lender's reproduction licence and unless otherwise agreed in writing relate to a single usage in a single size with text (if any) in one language only. A new application must be made for each reprint.

16. Rights granted to reproduce an image on a product do not include the right to use that picture directly or indirectly in any manner in the advertising of that product unless such a right is specifically granted.

17. Reproduction rights granted are personal to the client and may not be assigned, nor may any image submitted to the client be loaned or transferred to third parties, save for the purpose of the exercise of the client of such reproduction rights.

18. Reproduction rights are never granted exclusively to the client.

19. No copyright in any picture shall be passed to the client whether on its submission or on the Lender's grant of reproduction rights.

20. The client agrees to indemnify the Lender in respect to any claims for damages or any loss or costs arising in any manner from the reproduction without the proper reproduction rights of the picture supplied by the Lender.

21. The Lender shall not be liable for any loss or damage suffered by the client or by any third party arising from any image or its caption.

Service Fees

22. Service fees may be charged to cover any administrative and postage costs. Clients will be warned of these charges in advance. Payment of service fees does not give rise to any rights in any picture.

Complimentary Copies

23. One copy of any product including images from the Palace of Westminster Collection must be sent to the Lender on publication date.

Invoices

24. Invoices are sent separately from pictures. Payment must be made to House of Commons Administration and sent to:

**Accounts Receivable, House of Commons,
London, SW1A 0AA**

Credit Line

25. All images should be credited:

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www.parliament.uk/art