

From: "Business Enquiries" <BusinessEnquiries@os.uk>  
To: [REDACTED]  
Date: 2/12/2020 5:14:29 AM  
Subject: CS-128219-L8D7N1 RE: Live Contact Us Webform - Business Enquiries -Understanding licensing - 2/10/2020 5:41:55 PM

Dear John,

Thank you for your message and query about using sections of redrawn OS mapping in a book.

If the mapping that you're using is one of our commercially-licensed products (see <https://www.ordnancesurvey.co.uk/business-government/products?Licence/agreement=0/154/168/169>) then using it in this way would require a Publishing Licence. Information about this, including the application form, are to be found on our website at <https://www.ordnancesurvey.co.uk/business-government/licensing-agreements/publishing-licence>. The licence fee depends on the amount of mapping used and the print run of the publication, with a minimum licence fee of £47.50 plus VAT. If you have any queries about using this licence then please contact our team via email to [commercialenquiries@os.uk](mailto:commercialenquiries@os.uk) and we will be able to assist further.

However, depending on what information you are looking to redraw, we do have other mapping products which can be used free of charge. These are our OS OpenData products, a set of free to download and use digital data that can be edited and published with no additional copyright fees. If you would like to look into whether using one of these as a map base would be suitable for your book, details can be found on our website at <https://www.ordnancesurvey.co.uk/opendata>. When reproducing OS OpenData no further licensing is needed, just an acknowledgement, as they are made available under an Open Government Licence. Similarly, historical mapping (published over 50 years ago) is out of copyright and can also be used freely (see <https://www.ordnancesurvey.co.uk/governance/crown-copyright>, under 'Historical mapping').

I hope that this information is helpful, but do get in touch again if you have any further queries or issues. Thank you for contacting Ordnance Survey.

Kind regards,

**Ben Humphries**  
Customer Services Adviser



Adanac Drive, Southampton, United Kingdom, SO16 0AS

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Our values are adventurous, incisive, restless and true.

----- Original Message -----

**From:** John Cook;

**Received:** Mon Feb 10 2020 17:42:02 GMT+0000 (Greenwich Mean Time)

**To:** Business Enquiries;

**Subject:** Live Contact Us Webform - Business Enquiries - Understanding licensing - 2/10/2020 5:41:55 PM

Dear Business Enquiries,

A Contact Us Webform has been submitted to us via the OS Website, please review the submitted details below:

**Webform Entry Received:**

**Topic :** Licensing

**Sub-Topic :** Understanding licensing

**First Name :** John

**Surname :** Cook

**Email Address** [REDACTED]

**Phone Number** [REDACTED]

**Enquiry Details :** A group of us are putting together a not-for-profit book 'Cuddesdon, Denton & Chippinghurst, Photographs and Memories' with a grant from South Oxfordshire District Council and any profits going to our Village Hall. We would like to include 5 maps 250 x 175mm of different parts of the village, hand drawn and based on OS maps - 1 No. at 1:1250, 3 No. at 1:2500 and 1 No. at about 1:6000 scale. We intend to purchase these maps from you. Do we need to purchase a licence to use them in our book?

Many thanks, John Cook

This email is only intended for the person to whom it is addressed and may contain confidential information. If you have received this email in error, please notify the sender and delete this email which must not be copied, distributed or disclosed to any other person.

4/22/2025

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Thank you for your cooperation.

Ordnance Survey Limited (Company Registration number 09121572)

Registered Office: Explorer House

Adanac Drive

Southampton SO16 0AS

Tel: 03456 050505

<http://www.os.uk>

Thanks for applying for an Ordnance Survey Publishing licence.

We have received your details and will be in touch regarding your application.

All of the information that you provide will be used in accordance with our [privacy policy](#)

<b>Form Reference:</b>	FRM17282
<b>Which licence would you like?:</b>	Publication
<b>OS mapping/product name:</b>	South Oxfordshire District Council Public GIS maps
<b>Scale of map:</b>	1:3450 and 1:1750
<b>Title of publication:</b>	Cuddesdon Denton & Chippinghurst Photographs & Memories
<b>Purpose of publication:</b>	Local pictorial and oral history
<b>Total print run/number of copies:</b>	500
<b>Is it an educational publication?:</b>	No
<b>What format will your publication be produced in?:</b>	Paper
<b>There are some restrictions on the amount of mapping you can use in a publication and you will need to take account of these in your application. 1. Where you are copying OS branded products in a publication, the total area of mapping must be: a) Equivalent to an A4 extract for an OS Explorer Map (1:25 000 Scale Colour Raster) or an OS Landranger Map (1:50 000 Scale Colour Raster); or b) Equivalent to an A3</b>	Yes, I confirm the OS mapping I would like to use is less than 45% of the total text and picture content in the publication.

<p><b>extract for any other mapping copied. 2. You may exceed the restrictions on the total area set out above, if within your publication: a) The OS mapping (copied and re-drawn) is less than 45% of the total text and picture content of your publication; and b) No individual map extract copied is larger in size than A3, and c) The total area of extracts from any single sheet of an OS Explorer Map or OS Landranger Map is no larger than A3 in total.:</b></p>	
<p><b>I'd like to copy original OS mapping/make a few changes. The size will be::</b></p>	<p>Over A5 (312.5cm sq) but not more than A4 (625cm sq)</p>
<p><b>I'd like to re-draw/change OS mapping completely. The size will be::</b></p>	<p>Over A5 (312.5cm sq) but not more than A4 (625cm sq)</p>
<p><b>Does your intended use of OS mapping meet the criteria above?:</b></p>	<p>No</p>
<p><b>Describe your product:</b></p>	
<p><b>Purpose of your merchandising product:</b></p>	
<p><b>Describe how OS mapping will be used on your product.:</b></p>	
<p><b>Total print run/number of copies:</b></p>	

<b>I'd like to copy original OS mapping/make a few changes. The size will be::</b>	null
<b>I'd like to re-draw/change OS mapping completely. The size will be::</b>	null
<b>Website name:</b>	
<b>Website URL:</b>	
<b>Purpose of website:</b>	
<b>Want to copy original OS mapping or make a few changes? Please provide the number of 200cm sq extracts you intend to publish (in accordance with clauses 5.1 and 5.3 in the publishing licence). If not applicable, please write not applicable.:</b>	
<b>Want to re-draw OS mapping completely? Please provide the number of 100cm sq re-drawn mapping extracts you intend to publish (in accordance with clauses 5.1 and 5.3 in the publishing licence). If not applicable, please write not applicable.:</b>	
<b>Does your intended use of OS mapping meet the criteria above?:</b>	Yes
<b>Your name:</b>	John Cook
<b>Email address:</b>	

<b>Phone number:</b>	01865 874416
<b>Company name:</b>	Cuddesdon Village Hall
<b>Type of business:</b>	Charity registered in England and Wales
<b>Licence/account number:</b>	304289
<b>VAT registration number:</b>	Not registered
<b>Address of your registered office:</b>	High Street Cuddesdon Oxford Oxfordshire OX44 9HJ UK
<b>Company registration number:</b>	NA
<b>Are your billing address and contact details the same as your registered address?:</b>	Yes
<b>Company name:</b>	
<b>Company billing address:</b>	
<b>Will a contractor be involved?:</b>	No
<b>Company name:</b>	
<b>Job title/position:</b>	
<b>Email address:</b>	
<b>Phone number:</b>	null
<b>Address:</b>	
<b>Is there another contractor involved?:</b>	Yes
<b>Company name:</b>	

<b>Job title/position:</b>	
<b>Email address:</b>	
<b>Phone number:</b>	null
<b>Address:</b>	
<b>Is there another contractor involved?:</b>	Yes
<b>Company name:</b>	
<b>Job title/position:</b>	
<b>Email address:</b>	
<b>Phone number:</b>	null
<b>Address:</b>	
<b>:</b>	I have read and accept the publishing licence terms and conditions. And the information I have provided is correct to the best of my knowledge.
<b>Please tell us which methods of communication you are happy to receive from OS::</b>	Email
<b>Please tell us the type of information you'd like to hear about::</b>	

# Invoice

Cuddesdon Village Hall  
High Street  
Cuddesdon  
OXFORD  
OX44 9HJ

Account no:	100062323
Invoice no:	94827608
Invoice date:	27.04.2020
Tax point:	27.04.2020
VAT reg no:	
Contract no:	40141516
Contract date:	27.04.2020
Delivery no:	
Currency:	GBP
Reference:	

**You must pay this invoice by 27 05 2020.**

For ways to pay and any enquiries, please see the back of this invoice.

Cuddesdon Denton & Chippinghurst Photographs & Memories

Description	Quantity	VAT rate%	Total
PUBLISHING LICENCE This covers the period 27.04.2020 to 27.04.2020	1	20.00	47.50
		Total for goods:	47.50
		Total VAT:	9.50
<b>A minimum value has been applied</b>		<b>Total:</b>	<b>57.00</b>

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## Payment slip - please return with your payment

Customer name:	Cuddesdon Village Hall	Bank sort code:	
Customer account no:		Account number:	
Invoice number:	94827608	Bank name:	National Westminster Bank
Invoice date:	27.04.2020	Branch:	Shirley Southampton
Invoice total:	57.00	Account name:	Ordnance Survey Ltd
Clerk:	01		

### Please tick payment method

BACS/Bank Giro Credit  Cheque enclosed

If you wish to pay by credit or debit card, please telephone 02380 056099 or go to [www.os.uk/pay-os](http://www.os.uk/pay-os)

## Contact us

Our helpline is open from 8.30 am to 5.30 pm, Monday to Friday.

General enquiries **+44 (0)3456 050505**

Welsh Helpline **03456 050504**

Textphone **+44 (0)2380 056146**

Fax **+44 (0)3450 990494**

**customerservices@os.uk**

## How to pay

**You can pay our bank account by BACS**

Please quote the following details.

### United Kingdom customers

Bank code	██████████
Account number	██████████
Bank name	NatWest Bank
Branch	Shirley, Southampton
Account name	Ordnance Survey Ltd HQ Account

*Please tell us that you have made a payment in this way by returning the relevant payment slip to the address shown over the page. Write on the slip how you have paid.*

### Customers outside the United Kingdom

Bank code	██████████
Account number	██████████
IBAN	GB76NWBK55502306703844
SWIFT / BIC	NWBK GB2L
Bank name	NatWest Bank
Bank address	PO Box 340 1 Romsey Road Southampton United Kingdom SO16 9QQ
Account Name	Ordnance Survey Ltd

*To help us to identify your payment, please make sure that you include the invoice numbers on the transfer documents.*

### Paying by credit or debit card

If you wish to pay by credit or debit card, please phone **02380 056099** or go to **www.os.uk/pay-os**

### Paying by cheque

If you pay by cheque please make it payable to Ordnance Survey Ltd and send it **together with the payment slip** to the address shown over the page. All cheques must be made out in the currency shown on the invoice.

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