



## **Use of Ordnance Survey mapping by Town, Parish and Community Councils**

### **Guidance Document for Town, Parish and Community Councils 2008**



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## Use of Ordnance Survey mapping by Town, Parish and Community Councils

### 1 Supply of mapping

Following discussions between Ordnance Survey (OS), NALC and LGIH<sup>1</sup> it has been agreed that all activity undertaken by a Town, Parish or Community Council would be covered by OS' standard Contractors' Licence.

Your Principal Authority can, once your Clerk has signed the standard Licence, supply OS digital data.

### 2 Moving forward

To date there has been little demand for digital mapping. Some Town, Parish or Community Councils have purchased OS digital data, and a case study leaflet (<http://tinyurl.com/qz6p6>) is available which OS and NALC produced in 2006.

However, there are possible significant changes coming from current legislation (e.g. Local Government and Public Involvement in Health Act).

OS, NALC and LGIH remain committed to simplifying the processes around access to, and supply of, OS digital mapping to support the work of Town, Parish and Community Councils, and will publish updates and revisions as they become available.

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<sup>1</sup> LGIH - Local Government Information House - a wholly-owned subsidiary of I&DeA, the Improvement and Development Agency

### 3. Frequently Asked Questions

*What do I need?*

You will need:

- A relatively modern PC, running Windows 2000, XP or Vista
- A colour printer
- Broadband connection
- Good IT skills
- A Geographical Information Systems (GIS) package. Alternatively if you are only making very limited use of 1:10K or 1:50K mapping data (eg for Parish Plan purposes) a graphics package may suffice
- Training to use all of that

*What are the rules?*

The rules are covered by the Contractor's Licence that you will sign up to. Simple Guidance on these is attached.

*Can someone advise me about suitable software?*

Your local County Association may be able to assist, or bring together Councils that are interested in working together.

If you want to exchange data with your Principal Authority (or Authorities), then you will need to ensure that the product you choose can read the data that they produce, and that they can accept any data you generate.

*How do I get going?*

If you have all the equipment outlined above, then contact your Principal Authority.

*Can I supply data to contractors?*

No. Whilst this may be possible in exceptional circumstances, it requires further licensing. Please contact your Authority Liaison Officer (ALO) within your Local Authority.

*Can I supply maps to contractors?*

You can supply paper maps to contractors, or PDFs of those maps (but see the details in the license relating to the requirement for watermarks).

### *What can I do with the mapping?*

You can use the mapping for anything within your powers. The following may be useful:

Principle - Mapping can be used for any task that, in an unparished area, would be undertaken by a Principal Authority. The funding of the task (i.e. whether or not you are paying, or being paid) is not a determining factor. Examples - mapping can be used in the following situations:

- for any task that has been explicitly requested by a MSA<sup>2</sup> Authority
- on joint projects working with a MSA Authority
- where the results of the work will be supplied to a MSA Authority
- for any task associated with the management of public services, land or other assets
- for Parish Plans

### *What can't I do with the mapping?*

The Contractor's Licence and Simple Guidance covers this. Some common things you cannot do:

- Give (or sell) copies of maps (or data) to anyone else for their own use
- Include maps in publications that are carrying advertising that covers more than the cost of production

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<sup>2</sup> MSA - Mapping Services Agreement. Covers all Councils, Police & Fire Authorities, National Parks and a number of other bodies for the supply of digital map data.

## OS Mapping Usage - "Rules"

### 3 Simple Guidance: Ordnance Survey Contractor Licence

You must sign the licence prior to being given OS map data products.

The licence requires you to:

- use the data only in connection with the work of the Council
- not distribute, loan or sell any of the data to any third party
- annotate hard copies with appropriate OS copyright acknowledgement
- follow permitted Business Use (see below)
- password protect digital data on your computers
- permit access to the data only by authorised staff
- keep secure all original and back up media and any hard copies produced
- not attempt to alter the OS data
- not convert paper copy (OS) to digital format
- report apparent errors or omissions in the OS data
- keep record of proper data use and management including confidentiality
- delete previous versions when updated data is supplied/obtained

The Licence requires that:

- the data provided to the Town or Parish Council can only be that which is appropriate and necessary for you to use in connection with the work
- paper copies of work from you that contain OS mapping remain the property of the supplying Principal Authority
- OS digital data remains the property of OS
- OS retains intellectual property rights of its' data and joint rights with the supplying Principal Authority in any data derived by you
- the licence terminates when the MSA ceases (currently March 2009 - though we are expecting a further agreement to follow)
- on termination of the licence, all confidential data and digital OS data must be destroyed except for one hard and one digital archive copy that you are entitled to retain

#### 4 Simple Guidance: Ordnance Survey Business Use

##### The business use of OS data and derived products includes the following activities:-

- any use internally within the Town, Parish or Community Council for the administration and operation of the Town, Parish or Community Council's activities
- reports and submissions
- display and use interactive mapping on the internet
- publishing for display and promotion purposes including publicity information and promotional leaflets (exhibitions, roadside information boards, promotion for tourism, cycling, walking, etc.). Where this publishing competes with offerings of an OS licensed partner, separate licensing will be required
- publishing to promote public services, provided that there is no financial gain by the Town, Parish and Community Council
- sharing of data and derived data with other licensed bodies
- statutory use such as the Copyright, Design and Patents Act 1988 including:
  - Section 47 - "Items open to public inspection under the law or on a statutory register"; allows supply of a single copy of the area of interest for viewing at a more convenient time or place
  - Sections 45 & 46 - "Judicial/Statutory inquiry proceedings"; documents officially called for in connection with any proceedings on parliamentary, judicial, royal commission, or statutory inquiry matters once they have begun.

Where maps are provided or used externally<sup>3</sup>:-

- copyright acknowledgements are always required:
  - short version - use on hard copy material that is at A4 (625 cm<sup>2</sup>) or less in area, for digital material on public display, on the Internet:  
**© Crown copyright. All rights reserved (licence number<sup>4</sup>) (year document is published)**
  - long version - must be shown on any graphic maps that are over A4 (625 cm<sup>2</sup>) in area:  
**This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. (licence number) (year document is published).**
- A3 is maximum map size that may be provided for a member of the public (unless OS permission obtained)
- only a sufficient amount and scale/type of map is to be used as appropriate – e.g. don't use the very detailed maps unless you are looking at a very small area.
- All mapping must be overlaid with Town, Parish or Community Council information to show services or additional information relevant to the duties and functions of the Town, Parish or Community Council.

<sup>3</sup> This is general guidance but it's also good practice to use internally.

<sup>4</sup> The licence number is that of the supplying Principal Authority. They will tell you what it is. It must be followed by "/P" followed by up to 4 characters that can help to identify the Town or Parish Council. Eg 100023205/PHist - Histon in Cambridgeshire

- on the internet, mapping must always be overlain with Town, Parish or Community Council information, i.e a dataset must be "switched on" (overlaid) at all times (e.g. the Public Rights of Way network).
- electronic mapping (including internet) requires a background watermark of at least 10% coverage of the map image area to identify the Town, Parish or Community Council at scales of 1:10,000 or larger. Your Council name is appropriate as the watermark.
- only raster images (.gif, .jpg, .bmp etc.), not vector graphics, may be published electronically.

Other requirements:

- The Town, Parish or Community Council must keep records of all transactions and OS mapping data exchanges with other bodies