



PUBLIC SECTOR INFORMATION GUIDANCE NOTE 11:
STANDARD APPLICATION FORM

**This explains the benefit of providing a standard application form
for the re-use of information.**

Background

1. There is no obligation on public sector organisations to provide a standard application form that potential re-users can use. However, by providing a standard form it makes the process easier both for the applicant and the public sector organisation.
2. It is suggested that you use a form such as that provided below and publish this on your website.

APPLICATION TO RE-USE INFORMATION HELD BY [NAME OF PUBLIC SECTOR ORGANISATION]

Name:..... Title: Miss/Mrs/Ms/Mr.....
Job Title (if appropriate):.....

Name of organisation:
Address:
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Postcode:.....
Telephone:
email address:

Please indicate which information you wish to re-use.....
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Please indicate how you wish to re-use it. (For example on an intranet site, to photocopy for in-house training papers, for commercial publication etc):
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If you are planning to publish the information, please provide details such as publication title, website address, name of publisher etc:
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Send completed forms to licensing@xxxxxx.gov.uk