Introduction

About the UK Copyright Service & Copyright Registration

1. **The pitfalls of copyright protection**
   Copyright protects the creator of a work from having it published, copied or broadcast in any way, unless they have given permission, but can you trust those who get hold of your work to respect your interests?
   These issues seem especially worrying as many companies and individuals are now also publishing their work on the Internet. Although copyright exists automatically in law, proving it can be a very difficult matter. All too often it boils down to a case of their word against yours. Without proper protection, something you've worked on could end up making money for someone else.
   The best option is to have your work registered, so that in the event of a dispute, you can prove conclusively that you are the rightful copyright owner.
2. **How registration helps**
   We offer a well established registration service for authors of original work. If ownership of a piece of work is ever in dispute, the service aims to offer irrefutable proof that you are the genuine copyright owner.
   i. **Independent proof of your work**
   Our strict policies ensure that you have no way to change the content of your registration, this means we can be counted on to supply strong and independent evidence.
   ii. **Evidence available time after time**
   If your need to prove content of your work, we always supply this as a copy, and we do not return the version originally deposited with us. This means you can use the evidence time after time without it losing validity.
   iii. **Secure, managed archive**
   Registrations are backed up electronically, and stored in geographically separate locations. This means that your work will never be lost through data-corruption, fire, or other problem. All back ups are also encrypted, to ensure strict confidentiality and security.
3. **What happens when you register work?**
   Everyone who registers work is given a personal account number. Each work is given a unique code identifying it as the authors work, and information about the work is stored in the account. The author then receives a certificate as proof of registration.
   An entry in our archive is evidence of copyright ownership, and can assist in the event of a dispute. Our policies of data protection, backup and contingency planning ensure that your work remains safe and secure for the duration of the registration.
4. **If your work is infringed**
   If an infringement is made on your copyright, your entry in our registry will provide strong evidence of your copyright ownership from the date of registration.
   At your request, we can produce copies of the work registered, stating the registration date. This can be used as evidence in any legal case to verify your claims.
5. **What types of work can be registered?**
   Just about anything that is an original work.
   Examples of works we hold include:
   Music, lyrics, sound recordings, design work, web-sites, advertisements, labels, computer programs, films, scripts, books, manuscripts, synopsis, artwork, photography, plans, designs, patterns, maps, charts, periodicals, catalogues and other documents, games (rules and descriptions) and commercial documents.
6. **How much does registration cost?**
   We offer registration with certificate for 10 and 5 year periods. At the end of this period, you will be given the opportunity to extended for a further period as required.

   Our standard charges for on-line registrations are £99.00 for 10 years, or £59.50 for 5 years.*

   The standard charges for postal applications are £109.00 for 10 years, or £69.50 for 5 years.*

   For postal applications additional charges may apply to formats which are difficult or slow to archive. Please see application form for details.

   *Correct at date of publication, please check application forms for current rates.
7. **How To register your work**
   i. **On line**
   Our on line registration service provides immediate cover for your work, and is available on our website at: copyrightservice.co.uk
   ii. **Postal applications**
   The following formats are all acceptable for registration by post:
   - CD, DVD or Blu-ray disc.
   - USB Flash drive/USB SSD
   - Fabric and prints.
   - Paper documents and photos.

   To register by post, complete the application form F-01 and send it with a copy of the work (do not send the original) and registration fee to:

   UK Copyright Service
   4 Tavistock Avenue,
   Didcot,
   OX11 8NA
   United Kingdom

   Please see our fact sheet P-04 'Registering Copyright' for more information.
8. **Fact sheets and application form**
   The following fact sheets are designed as an introduction to the concepts of copyright, and to provide information to help authors/copyright owners get the best protection for their work. The F-01 registration form is also included at the end of this pack, and this may be used for registering work with the UK Copyright Service.

   Application forms and information can also be found on our website at: copyrightservice.co.uk

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Introduction to Copyright Law

1. **What is copyright?**
   Copyright is an automatic right that applies to the following types of work:
   i. **Literary**
   Such as books, poetry, song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters & articles etc.
   ii. **Dramatic**
   Plays, dance, etc.
   iii. **Musical**
   Recordings and score.
   iv. **Artistic**
   Photography, painting, sculptures, architecture, technical drawings/diagrams, maps, logos, etc.
   v. **Typographical arrangement of published editions**
   Magazines, periodicals, etc.
   vi. **Sound recording**
   May be recordings of other copyright works, e.g. musical and literary.
   Sound recordings will have copyright in their own right, separate to any copyright in the underlying work being recorded.
   vii. **Films**
   Video footage, films, broadcasts and cable programmes.

2. **When copyright occurs**
   Copyright automatically exists under law whenever an individual creates any type of work listed above provided it is original (not directly copied or adapted from an existing work), and exhibits some degree of labour, skill or judgement in its creation.

   Interpretation is related to the independent creation rather than the idea behind the creation. For example, your idea for a book would not itself be protected, but the actual content of a book you write would be.

   Names, titles, short phrases and colours are not generally considered unique or substantial enough to be covered, but a creation, such as a logo, that combines these elements will be.

3. **Copyright ownership**
   Normally the individual or collective who authored the work will exclusively own the work and is referred to as the ‘ owner of copyright’. If a work is produced as part of employment then the first owner will normally be the company that is the employer of the individual who created the work.

   Freelance or commissioned work will usually belong to the author of the work, unless there is an agreement to the contrary, (i.e. in a contract for service).

   Just like any other asset, copyright may be transferred or sold by the copyright owner to another party. Rights cannot be claimed for any part of a work which is a copy taken from a previous work. For example, in a piece of music featuring samples from a previous work, the copyright of the samples would still remain with the original author.

4. **How is my work protected?**
   The copyright owner has the following exclusive rights. With a few exceptions (see 'fair use' below) the following action are only allowed with the owner's permission:
   i. Translate the work.
   ii. Copy the work.
   iii. Publicly perform, transmit or broadcast the work.
   iv. Adapt the work.

   In many cases, the author of a work also has the right to be identified as the author and to object to any treatment of the work which would be 'prejudicial to his honour or reputation' of the work (even if the are no longer the copyright owner).
   Only the owner, or their exclusive licensee can bring proceedings in the courts.

5. **What is fair use or fair dealing?**
   The terms 'fair use' or 'fair dealing' are used to describe some limited activities that are allowed without infringing copyright.
   Typical exceptions include:
   i. Private research and study.
   ii. Limited copying, lending or performance of a work within an educational establishment for educational purposes.
   iii. News reporting, criticism and review.
   iv. Making accessible copies for people with disabilities where accessible versions do not exist.
   v. Incidental inclusion.
   This is when a copyright work unintentionally included; For example, when filming a street scene, a billboard in the background or music playing in a nearby cafe may have been inadvertently recorded along with the subject of the footage.
   vi. Caricature, parody or pastiche

   Please note: Fair use provisions are subject to national laws and will vary from country to country, so you should always check your own national laws before assuming your activities qualify as fair use.

6. **International protection**
   Copyright is recognised all over the world, and international conventions guarantee a minimum level of protection in most countries, the most important of which is the Berne Convention.

   While details of copyright law will vary between nation states, the Berne Convention lays down a common framework and agreement between nations in respect to intellectual property rights.

   An author from any country that is a signatory of the convention is awarded the same rights in all other countries that are signatories to the Convention as they allow their own nationals, as well as any rights granted by the Convention.

   Countries that are not direct signatories of Berne, but are members of the World Trade Organisation (WTO), are also bound to the main copyright principals that the Berne Convention describes by virtue of the Agreement on Trade-Related Aspects of Intellectual Property Rights (or TRIPS for short), which covers all WTO members.

   The Convention also sets out minimum durations that copyright applies for in various types of work.

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7. **How long does copyright last?**
   The duration of copyright will vary from country to country, but the Berne Convention dictates a minimum duration that signatories should grant in their national laws.

   Normal protection provided by the Berne Convention is for the lifetime of the individual that created the work plus fifty years, with the following exceptions:

   - **Film, cinematographic work:**
     50 years from the making of the work, or if made available to the public within the 50 years, (i.e. by publication or performance), 50 years from the date the author first makes the work available to the public.
   - **Anonymous works:**
     50 years from the date made available to the public.
   - **Artistic works, such as photographs and applied art:**
     At least 25 years from creation.

   Duration will always run from January 1st of the year following the event indicated.

   Where a work is authored by more that one individual, the duration will be the lifetime of the last surviving author plus 50 years.

   Note:
   It should be stressed that durations above are minimum requirements only. Individual national laws can, and often will, allow additional protection over and above the terms of the Convention. For example, in the UK most work is protected for the life of the author plus 70 years. There are also exceptions allowed for countries bound by the Rome Act.

8. **What happens when copyright expires?**
   When the term of copyright protection has expired, the work falls into the public domain. This means that the work, has effectively become public property and may be used freely.

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- You may not alter, transform, or build upon this work.
- All copies of this work must clearly display the original copyright notice and website address.
- Any on-line reproduction must also provide a link to the UKCS website copyrightservice.co.uk

Factsheet No. P-02
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Protecting Copyright

This fact sheet has been produced to help authors of original works identify potential problems and understand how to more effectively protect their copyright. The following points are recommendations aimed at minimising future risks.

1. **Copyright notices**
   Mark any copies of your work with a copyright notice, on the body of the work as well as the cover or sleeve.
   The copyright notice should be obvious and legible. If applicable, (e.g. web sites) the notice should appear on every page.
   The copyright notice should take the form of:
   i. The actual term 'copyright'.
   ii. The copyright symbol '©'.
   iii. The year.
   Normally when first published, but for unpublished work, use the year it was written.
   iv. The name of the copyright owner.
   This can be an individual, collective, or organisation;
   e.g. Copyright © 2026 Joe Smith.
   v. For sound recordings you should also include a phonogram copyright notice for the sound recording itself. Use the '℗' symbol to denote the copyright of the sound recording;
   e.g. Copyright © 2026 Joe Smith/℗ 2026 Joe Smith.
2. **Extending the copyright notice**
   You may also include a statement of some kind expressing your wishes as the copyright owner.
   For most uses, a simple "All rights reserved" statement is sufficient.
   Depending on the work and how you wish it to be used, you may choose a more explicit declaration, such as:
   "*Any unauthorised broadcasting, public performance, copying, or rerecording will constitute an infringement of copyright.*"
   There are many available wordings, depending on the terms acceptable to the copyright owner, for more examples, see our fact sheet P-03 "Using Copyright Notices" or check similar works by other authors.
3. **Supporting evidence**
   Additional evidence to support your claim in case of dispute.
   i. In software you can include footprints (deliberate mistakes, algorithms etc.) which can identify you as the author if copied.
   ii. Include watermarks or comments in electronic graphics files.
   iii. Keep or register background work, for example:
   - Draft versions or prototypes.
   - Lyric sheets, music score, midi files, demo tapes and rough recordings.
   - Working documents, sketches, and drafts.

   iv. If the work evolves after registration, you can also use the registration update facility via our website or form F-08 to register updated versions of your work.

   If you ever make a claim to a tribunal or court this can be very valuable as it demonstrates evolution of your ideas.
4. **Register your work**
   To prove your work was created before a certain date, and to give stronger supporting evidence, we recommend that you register your work with the UK Copyright Service, who can substantiate your claim in case of a dispute.
   Once registered, you are also permitted to state: "This work is registered with the UK Copyright Service" as an extra deterrent against infringement.
5. **Agreement between authors**
   In the case of work jointly authored by a collection of individuals, you should document what happens if a member of your group or collective leaves.
   The most straightforward method to take when deciding your agreement is to think of the collective or principal writer/writers as an employer for whom you work. (Normally if you produce work under contract of employment the business will hold the copyright to that work).
   Here are some points to bear in mind when coming to your agreement.
   - If one person writes the bulk of the work, they may wish to take the work with them if they leave.
   - If works are written as a group effort, will they remain the property of the remaining members if one of more of the authors leaves?
   - Copyright may exist in different forms. In music for example, copyright will exist separately in the lyrics as a literary work, in the music as a musical work, as well as a phonographic copyright in any sound recordings. For the purposes of an agreement, it is normally easier to include them as part of the overall work, but think through what this means to each of you.
   - What happens to royalties and commissions if any work is later published or sold?

   The important point is to think ahead, even if you think things will end amicably they may not, and it may cost you your friendship as well. The time to decide is before someone leaves, not after!
6. **Points to note**
   - If a work is produced as part of your employment normally the copyright belongs to the company which hired you, unless there is an agreement to the contrary.
   - For freelance or commissioned work, copyright will usually belong to the author of the work, unless there is a contrary agreement, (for example in a contract for service).
   - Only the owner of copyright, or their exclusive licensee can bring proceedings in the courts against an infringement.
   - Copyright does not exist in names, colours, inventions, or ideas, but may exist in a work expressing or composed from these concepts.

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Using Copyright Notices

This fact sheet explains copyright notices and how to use them to best effect in protecting your work.

Copyright notices

1. **What is a copyright notice?**
   A copyright notice is a piece of text which accompanies a work and expresses the rights and wishes of the copyright owner(s).
2. **Do I need a copyright notice?**
   There is no legal requirement to include a copyright notice. Whether a notice is used or not will not change the fact that copyright exists in the work. It is however strongly recommended that you include one on your work if at all possible to deter copyright infringement. The aim of a copyright notice is to:
   - Announce that copyright exists in the work.
   - Provide a means of identifying the copyright owner.
   - Deter infringement or plagiarism.
3. **What does a copyright notice consist of?**
   - **Copyright**
     Some countries will not accept the copyright symbol, they also require the word Copyright to appear in order to consider the notice valid. Using the word ensures that there can be no confusion.
   - **©**
     The normally recognised copyright symbol. Most countries across the world accept this as the correct manner of displaying copyright.
   - **Year of publication**
     In case of a dispute of ownership of a work, the date plays an important part. If your work was developed and published before any potential opponents then you can usually expect to win any case which challenges your rights.
     In the case of work which is continually updated, (for example a website), the year of publication may be shown as a period from first publication until the most recent update, (e.g. 2000-2026).
     In the case of unpublished work, it is the common practice to state the year of creation.
   - **Copyright owner name**
     This may only be one person, or it may be a collective, a band, group or team for example: If one person owns the rights to a work their name will appear on its own. If however, your work is owned by several people then you may choose to include the name of each member of the collective, or include the name of the collective itself.

     This would give your copyright notice the following appearance:

     Copyright © 2026 Bobby Smith.
4. **Using a pseudonym**
   Although it may not be technically correct (it does not state the name of the legal entity that is the copyright owner), it is very common for an identifiable pseudonym or trading name to be used in the copyright notice to afford the copyright owner some degree of anonymity through obfuscation.
5. **Attribution**
   If your work includes excerpts, quotes, images, etc. from other people's work, or adapts another work, you should also include acknowledgements for the copyright of any parts that you have used which are not your own. Also ensure that you obtain permission for use before publishing such a work.
4. **Where should the notice be placed?**
   The rule to adopt is to ensure that anyone with access to your work is aware of the copyright. If your work can be broken up into several pieces, then the notice should appear on each part. If it would normally be viewed as a whole then one will suffice.
   i. **Written work**
      For books, manuscripts, and other written documents, you should only need one notice, typically this is on the first page or inside the front cover.
   ii. **Leaflets, commercial documents, etc.**
      Each item should contain a notice.
   iii. **Websites**
      Websites should have one on every page.
   iv. **Music**
      For physical media, one is placed on the Compact Disc, cassette, LP (etc.) itself, and one is included on the accompanying sleeve or booklet.
      For electronic files it is normally possible to add a notice to the file metadata (e.g. ID3 tags).
   v. **Photographs and designs**
      Place a notice at the bottom or on the reverse of the work, or as a watermark across the image.
   vi. **Films**
      Place one notice on the DVD, BluRay Disc or video cassette, and one on any accompanying sleeve or booklet. It is normal to also place a notice at the start of the film itself before any protected material may be displayed.
5. **Copyright in sound recordings ℗**
   Sound recordings have a copyright separate from the underlying musical composition, and a sound recording should carry a phonographic copyright notice (denoted by the P in a circle) for the recording itself.
   The standard © notice should also be used, but in the case of sound recordings this is used to protect the cover design, lyric sheets or other printed material included with the sound recording.

   In our example, this would give the appearance of the notice as:

   Copyright © 2026 Bobby Smith, ℗ 2026 Bobby Smith.
6. **Copyright symbols**
   - **©**
     Most word processing programs the © symbol can be found under the 'Insert' menu either under 'Symbol' or 'Special Character'.
     For websites the HTML entity is ©
   - **℗**
     On most computers the ℗ symbol can be found within the Webdings font.
     For websites the HTML entity is ℗

You may also wish to increase your notice in order to clarify any further wishes you have as the copyright owner, this is dealt with in the following sections.

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Extending your copyright notice

7. **Why extend your notice?**
   This may be useful if there are certain conditions you wish to attach to the work, for example licensing requirements.
   In some circumstances it may be beneficial to allow some activities that would normally be prohibited. You may include instructions about what conditions must be met, or how to apply for a licence to carry out these actions.
   In other cases you may wish to simply make it clear that you are withholding all rights, and often the notice is simply extended purely to emphasise the author's strong stance on copyright protection.
   To extend your notice, you should simply include a statement that explicitly sets out these terms, the statement should appear as a sentence after the copyright notice.
8. **Wording your statement**
   There are several items to think about when wording your statement. Decide in relation to your work, what you wish to permit. Be specific in your wording, make it clear what you will allow and what is prohibited.
   Probably the best starting place is to think from the point of view of withholding all rights and then carefully word any allowances as exceptions, making sure it is clear that these are the only allowances you will make.
   Here are some areas to consider:
   i. **Copying, duplication, reproduction**
      The right to produce a copy of the work.
      Do you wish certain groups to be able to copy your work? if so what terms would you attach?
   ii. **Selling, hiring**
      Normally this would be expressly forbidden without the copyright holders consent.
   iii. **Distribution**
      You may for example have written a software program that you allow to be shared so long as you are identified as the author.
   iv. **Commercial, personal, or educational usage**
      Will you allow your work to be used differently by certain groups or individuals?
      Educational or private study use is generally permitted under law in any case, but you may want to allow copying for private use but not for commercial gain.
   v. **Licences**
      For software, commercial, and educational documents in particular, the copyright notice may carry information about obtaining a licence to reproduce the work
      By not obtaining a licence, use of the work may be considered in breach of copyright.
9. **Right to be identified as the author**
   If for example, the work is distributed without your control, you will wish to ensure that you are still identified as the author/copyright owner.

   Note: Copyright is not normally infringed by acts done in the course of private research or study, criticism, or news reporting.
10. **Examples of statements**
    "*All rights reserved.*"

    A simple cover all statement. It simply means that you withhold all rights to the maximum extent allowable under law. This is in fact the default position, (legally it is the same as having no statement), but the statement is commonly used by authors to emphasise that they take their rights seriously.

    "*Any unauthorised broadcasting, public performance, copying or recording will constitute an infringement of copyright.*"

    Again this is reiterating the default position (it does not provide any additional legal protection) but you will commonly see such statements added as an attempt to deter infringement. This one is designed for use on sound recordings, but can easily be adapted to apply to other types of work. The wording makes it clear that the authors rights are taken very seriously. For maximum effect you can combine these two examples.

    "*Permission granted to reproduce for personal and educational use only. Commercial copying, hiring, lending is prohibited.*"

    For businesses and organisations this kind of notice can be of mutual benefit as allowing reproduction may help to promote their message.

    "*May be used free of charge. Selling without prior written consent prohibited. Obtain permission before redistributing. In all cases the copyright notice must remain intact.*"

    This is the type of notice often used for software distributed as "freeware" or "shareware", by specifying that the copyright notice remains intact you ensure that all copies will identify you as the author.

    Remember, copyright notices are straightforward statements, there is no need to get tied up with legal jargon, the point is to state your wishes clearly and succinctly.

Additional deterrent against infringement

11. **Notice of registration**
    Works that have been registered with the UK Copyright Service may also include a statement to that effect. This is an additional deterrent which notifies others that there is very strong evidence with which to pursue a case if the work is infringed. The notice would normally appear next to or below the copyright notice and state. 'This work is registered with the UK Copyright Service'. The statement may also include the registration number.

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- You may not alter, transform, or build upon this work.
- All copies of this work must clearly display the original copyright notice and website address.
- Any on-line reproduction must also provide a link to the UKCS website copyrightservice.co.uk

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Registering Copyright Work

This fact sheet explains the process of copyright registration, and the benefits of registering your work.

1. **Why register?**
   Although copyright is an automatic right of the author, if an unscrupulous third party infringes your work, proving your claim may be a difficult matter.
   In the past, a popular but misguided solution has been to post a copy of the work to yourself. As it is an easy task to open and replace the contents, or simply seal the envelope later, this method does not provide strong evidence in the event of a dispute.
   Without more substantial evidence, copyright disputes can boil down to a case of their word against yours, and if the other party has greater financial resources, reputation and lawyers it may be very difficult to get a ruling in your favour.
   This is why we feel the best solution is to have the work registered, so that in the event of a dispute you have the best, independently verifiable, evidence that you are the copyright owner.
2. **About the UK Copyright Service**
   One of the key considerations in setting up the UK Copyright Service was to achieve a better level of copyright protection at a price that everyone can afford.
   UKCS is essentially an independent witnessing service and an archive of original works, which offers impartial supporting evidence of copyright ownership.
   Nothing can ever provide a 100% guarantee, but if you register your copyright and follow our guidelines we feel you will have done as much as possible to protect your work.
3. **What types of work can be registered?**
   Just about anything which is an original work, here are some examples based on experience so far:
   Music, lyrics and sound recordings. Design work. Web sites. Advertisements, plans, designs and patterns. Labels, maps and charts. Computer programs. Films and scripts. Books, manuscripts and synopsis. Artwork and photography. Commercial documents, logos, letterheads. Periodicals, catalogues and other documents. Games (rules and descriptions). Descriptions of ideas prior to patent.
4. **What happens when your work is registered?**
   i. You will be allocated a personal account number, and information about the work is stored in our database.
   ii. Your work will be stored in our secure archives and allocated a registration number that identifies it.
   iii. Encrypted back ups of your work are stored in multiple, geographically separated locations. This precaution ensures protection against data corruption, fire, and other risks.
   iv. You will be sent a certificate as confirmation of registration.
      - For postal submissions a paper certificate is posted back.
      - For online submission a PDF certificate is emailed.
      - Additional paper certificates may be ordered on the registration form.

   v. The archive is maintained by UKCS personnel who take every reasonable care to ensure that copies of your work are kept safe and secure for the period of registration. You will also be notified when the registration is nearing it's end and offered the option to extend the registration period if required.
   vi. Your details, your work and all data about it are treated as confidential.
   vii. An entry in our archive is evidence of copyright ownership from the date of registration, and will assist you in the event of a dispute.
5. **How to register your work**
   i. **On-line**
   The fastest way to register is via the on-line registration service available on our website. This provides immediate protection for your work.
   ii. **Postal applications**
   To register by post, simply complete the registration application form F-01, and send the following:
      - A copy of the work to be registered.
      - The completed application.
      - The registration fee.

   The online registration facility and postal forms can be accessed from our website via copyrightservice.co.uk/reg
6. **When to register**
   It is important to remember that a registration is evidence of your work from the registration date. It is therefore best to register sooner rather than later so you establish the evidence before your work has a chance to be infringed.
7. **Accepted media formats for postal applications**
   i. **Recommended formats**
   Recommended formats are all acceptable in the standard fees with no extra cost:
      - Compact disc, DVD, Blu-ray disc or USB Flash drive/USB SSD media up to 10GB (10240MB) of data. (Video DVD/BD must be multi region [Region 0] or playable on UK machines [Region 2], PAL format, and not copy protected).
      - Fabric, up to 20 samples of A4/Letter/Foolscap size maximum per registration.
      - Paper documents up to 20 pages of A4/Letter/Foolscap size: This includes all items printed on a paper media type including photographs.
        Wherever possible non-bound documents are preferred.
        'Pages' here means physical paper pages (sheets of paper).

   ii. **Formats requiring an additional processing fee**
   These formats incur an extra fee to cover additional data back-up cost and administration time, (please see section headed "Charges and registration limits" for details):
      - CD/DVD/BluRay discs or USB Flash drive/USB SSD media containing over 10GB (10240MB) of data.
      - Paper documents over 20 pages.
      - Paper documents larger than A4 size

   iii. **Not accepted**
   The following formats are not/no longer accepted:
      - Video tapes.
      - Floppy disc.
      - Cassette or DAT tapes (any format).
      - Paper documents larger than A3 size.
        (10 pages maximum at A3 size).
      - MiniDisc, Zip or Jaz drive.
      - Vinyl Records.
      - Negatives or film reels.

   If you wish to register formats not listed please contact UKCS via our web site or write to us at the following address to confirm terms:

   UKCS Registration Enquiries
   4 Tavistock Avenue, Didcot, OX11 8NA,
   United Kingdom
   copyrightservice.co.uk

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8. **Charges and registration limits**
   i. **On-line**
      a. **On-line registration fees**
      The current on-line fees are £99.00 for a 10 year registration, or £59.50 for a 5 year registration.
      b. **On-line registration limits**
      Up to 20 GiB* of data can be included in a single on-line registration deposit submission, and no limit to the amount of files that may be uploaded within each submission.
      (*individual file limit is 4 GiB, but multiple files can be included in a single submission up to the 20 GiB maximum).
      If you have a large number of files, we strongly recommend that you use an archiving program such as WinZip, StuffIt or Tar, to convert your files to a single archive to preserve your directory structure and simplify your upload.
      Please be aware that large files will take a long time to upload, so you may wish to consider a postal application if you have a large amount (i.e. 500MB+) of data to send.
   ii. **Postal applications**
      a. **Registration fees for postal applications**
      The current fees for postal applications are £109.00 for a 10 year registration, or £69.50 for a 5 year registration.
      b. **Included in the fee**
      The standard charges include submissions of CD/DVD/BD or USB drive containing up to 10GB (10240MB) of data, or paper documents, photos or fabric samples up to 20 pages A4/Letter/Foolscap size.
      c. **Charges for items requiring additional processing:**
      - Paper documents/printed materials over 20 pages are charged at £5.00 per 100 pages or part thereof:
        e.g. 21-120 pages = £5.00,
        121-220 pages = £10.00,
        221-320 pages = £15.00, etc.
      - A £5.00 fee also applies if items are larger than A4 size.
      - DVD/BD/CD disc(s), USB Flash drive or USB SSD containing over 10GB of data are charged at £10.00 per 10GB or part thereof:
        e.g. between 10-20GB = £10.00, 20-30GB = £20.00, etc.

9. **For maximum protection, ensure that;**
   i. Your work contains a copyright notice.
   e.g. Copyright © 2026 Joe Smith.
   ii. Once registered, include a statement that your work is registered with UKCS to deter infringement.
   iii. In the case of jointly authored works, you should have an agreement, so that if a member of your collective leaves you are all clear what will happen to the copyright of your work.
   iv. Any significant updates to your work are registered using the registration update form F-08, or the on-line registration update facility available via our website.
   For more information about protecting your work, see our fact sheet P-02 "Protecting Copyright".

10. **What if an infringement is made on your copyright?**
In the event of a copyright dispute, UKCS can act as an impartial independent witness, providing evidence to authenticate your claim. UKCS can verify when the work was first registered by means of the certificate of registration, and, at your instruction, we can produce copies of the work as proof of the content of your work at the registration date, these can be sent to any address you specify, this may be your solicitor, or the judge/tribunal dealing with your case.

11. **Extending the registration period**
   i. A registration can be extended via our website at any point when it has less than 5 left to run.
   Expired registrations can also be extended/renewed up to 28 days after the expiry date.
   ii. We automatically send reminders via email when the registration expiry date is near and offer the option to extend the registration for a further 5 or 10 year period if required.
   If we do not have a valid email address for you, we will send a reminder by post instead.

   The maximum registration duration at any point is 10 years, but renewal process can be repeated as often as required throughout the life of the work, up to the legal copyright duration (which is normally author's life plus 70 years).

12. **Important notes, exceptions and allowances**
   i. **Registering a collection of works under one title**
   Where a number of items form a larger collective work, you may register all parts together as a single 'work'.
   For example: A web site and artwork. A music album, lyrics and midi files. A single collection of poems.
   In such cases, the work is registered as one item, with one title; this does not affect the copyright of the work in any way, but please ensure this is suitable for your needs.
   Please note: As copyright exists under the name of the author or company/commissioner of the work, work by different authors, organisations or collaborations should be registered separately.
   ii. **Electronic documents with unusual fonts or images**
   If you are registering electronic documents, (e.g. Word, Excel, PDF, etc.), ensure that any graphic files are included or embedded in the documents. Also ensure that any custom fonts are embedded.
   iii. **Extracts, quotes etc.**
   If your work includes some parts which are not your own creation, it may still be possible to register provided you either have permission to use the work, and enclose proof of written permission from the copyright owner of the parts in question, (a photocopy will suffice), or remove any parts that are not your own creation from the copy for registration.
   iv. **Outstanding disputes**
   This service provides evidence in case of future infringement. It will not assist if ownership of the work is already in dispute.

13. **Privacy policy**
   The UK Copyright Service maintains a strict privacy policy.
   - All information submitted will only be used in the function of providing, maintaining and monitoring this service.
   - All client details, registered works or registration details are considered confidential and except where legally required, (i.e. by court order or Police investigation), will not be disclosed to any third party without prior consent.
   - Client details will never be passed onto other companies, mailing lists, etc.
   - All electronic back-ups of works are encrypted, to ensure they cannot be accessed by unauthorised personnel.
   - All personnel dealing directly with client details are required to sign a confidentiality agreement.
   - All documents and files containing client data that require disposal, (such as redundant or expired files) are disposed of in a secure manner, normally by shredding and/or incineration.

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This fact sheet should be considered only as an introduction to the ideas of copyright. It should not be treated as a definitive guide, nor should it be considered to cover every area of concern, or be regarded as legal advice.

UK©CS

This form allows the registration of up to two separate copyright works. If you have more than two works to register, please continue on separate application form(s).

Please refer to the notes in the left hand column for guidance in completing the application. The form must be signed and dated by the copyright holder (or an authorised agent).

Send the completed form, a copy of your work and payment to:

UK Copyright Service - Registrations
4 Tavistock Avenue
Didcot
OX11 8NA
United Kingdom

Fields marked with an asterisk * are required and must be completed.

General notes:

- The prices quoted on this form are valid until the end of August 2027.
  After this time you may obtain a current application form either by writing to
  UK Copyright Service
  4 Tavistock Avenue
  Didcot
  OX11 8NA
  United Kingdom
  or via our web site: copyrightservice.co.uk
- Once we receive the completed form, one of our administrators will process your application and you will receive written confirmation once this is complete.
- Most applications are dealt with within 2 working days of receipt, but please allow 14 days for postage time and variations in workload.
- A processing fee may be required for registration of larger works or formats that require additional processing. This charge covers the additional administration costs that the back up and archive storage of these works requires.
  Please see the notes on page 2 of this form for more information on format processing fees.

Section 1 notes:

- What you enter here will be used as the contact details for any correspondence.
- If you are registering for a company, please also include a contact name of the person correspondence should be sent to.
- If you have used the registration service before, please quote your account number. This will speed up processing, and ensure that new registrations are linked to your existing account.
- We recommend that an e-mail or telephone number is given, in case of any concerns or questions regarding your work.

Section 2 notes:

- While credit card payments are accepted from any country, cheques and postal orders must be in UK Pounds Sterling.
  Clients outside the UK may obtain cheques or international money orders in UK Pounds Sterling via their bank.

Register on-line and save £10.00

Use the on-line registration facility at copyrightservice.co.uk/reg and you could save £10.00 per registration.

1. Contact details of the person registering the work

Title* (Mr/Mrs/Dr, etc.)	First name(s)*
Last name*	
Account number (if applicable)	
Company/organisation (if applicable)	
Full postal address* (including zip/postal code)	
Country*	
Telephone	
Email	

2. Payment details

- **To pay by cheque, postal order or international money order**
  Cheques/postal orders/international money orders for UK Pounds Sterling (GBP), should be made payable to "Copyright Witness Ltd".
- **To pay by credit/debit card**

Payment method (tick one)	☐ Mastercard	☐ Visa
	☐ American Express	☐ Visa Debit
Card holder name (as it appears on the card)		
Card number		
Expiry date	/	
Security code (CV2)		
Card holder full address (including zip/postal code and country)		
Card holder signature		

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Section 3 notes:

- **Copyright owner**
  Here you should enter the name of the person(s) or organisation that is the copyright owner of the work (normally this is the creator or author of the work).
  - For joint ownership, this may be a collective name that you use or a list of names.
  - If you wish to use a pseudonym or pen-name please also include your real name. e.g. 'Real Name, ("Pen-name")'.

  Please enter the copyright owner exactly as you wish it to be shown on the registration certificate.
- **Title of work**
  This should be the name you use to refer to the item you are registering.
  Please enter the title of work exactly as you wish it to be shown on the registration certificate.
- **Additional information**
  Here you can enter extra information to help you identify the items being deposited. What you enter here will be shown on the schedule that accompanies the registration certificate.
- **Length of registration**
  Please enter the fee that applies to the period of cover required.
- **Format**
  The standard charges include submissions of CDs, USB Flash drive/USB SSD or a DVD/Blu-ray disc containing up to 10GB (10240MB) of data, or paper documents, photos or fabric samples up to 20 pages A4/Letter/Foolscap size.
  Additional processing fees apply to the following items:
  - Paper documents/printed materials:
    Documents over 20 pages are charged at £5.00 per 100 pages or part thereof:
    i.e. 21 -120 pages = £5.00,
    121-220 pages = £10.00, etc.
  - Electronic media:
    DVD/BD/CD disc(s) or USB Flash drive/USB SSD (etc.) containing over 10GB of data are charged at £10.00 per 10GB or part thereof:
    i.e. 10-20GB = £10.00, 20-30GB = £20.00, etc.

  If your work requires a processing fee, please enter this in the space provided.
- **Extra certificates**
  For postal submissions using this form, one certificate is included in the fee, please indicate if others are required, and enter the quantity and price in the spaces provided.
- **Notice labels**
  These are self adhesive notice labels (84 labels per sheet) that state that the work is registered and registration number:

  

- **Work 2**
  Use this area if you wish to register a second work. If you have more than 2 works to register please continue on separate copies of this page.

3. About the work to be registered

Work 1

Copyright owner*				
Title of work*				
Additional information (optional - no more than 80 characters)				
Length of registration*	**Either** 10 years @ £109.00 **or** 5 years @ £69.50			£
Format	If your work requires a processing fee please enter it here (see notes).			£
Extra certificates	If required, enter quantity here (see notes).		Quantity @ £2.50 each	£
Notice labels	If required, enter the number of sheets (see notes).		Quantity @ £2.50 each	£
Sub total				**£**

Work 2 *If you have more than two works to register, please continue on separate form(s).*

Copyright owner*				
Title of work*				
Additional information (optional - no more than 80 characters)				
Length of registration*	**Either** 10 years @ £109.00 **or** 5 years @ £69.50			£
Format	If your work requires a processing fee please enter it here (see notes).			£
Extra certificates	If required, enter quantity here (see notes).		Quantity @ £2.50 each	£
Notice labels	If required, enter the number of sheets (see notes).		Quantity @ £2.50 each	£
Sub total				**£**

Total*	**£**

GBP (UK Pounds Sterling)

Declaration

I hereby accept the terms and conditions, and certify that the information I have provided is correct and that the work to be registered does not infringe copyright or other rights of any other party.

Signed* (Applicant/authorised agent)
Date*

Applicants under 18 should also obtain a signature from a parent or guardian:

Name of Parent/Guardian
Signature

Please ensure you enclose a full copy of the work you wish to register.
Deposited copies are non-returnable, please do not send the original or master copy.

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TERMS AND CONDITIONS

V2.5

1. **Interpretation**
   i. In these Conditions:
      - 'Client' means the person for whom the Company has agreed to provide Services in accordance with these Conditions.
      - 'Contract' means the contract for the provision of the Services.
      - 'Services' means the Registration of works, issue of Certificates and work duplication to aid the proof of copyright in case of dispute.
      - 'Estimate' means any estimate provided by the Company in relation to the Services.
      - 'Company' means Copyright Witness Ltd, whose registered office is Dunraven House - Fiscalis, 6 Meadow Court, 41-43 High Street, Witney, Oxfordshire, OX28 6ER, UK, and whose trading address is, 4 Tavistock Avenue, Didcot, Oxfordshire, OX11 8NA, UK.
      - 'Certificate' means a certificate issued by the Company as evidence of registration with the Company.
      - 'Charges' means the charges shown in an Estimate or in published literature relating to the Services or as notified to the Client by the Company from time to time.
      - 'Registration' means the means the provision of an independent witness service for items submitted by the Client.
   ii. The headings in these conditions are for convenience only and shall not affect their interpretation.
2. **Supply of the Services**
   i. The Company shall provide the Services to the Client subject to these Conditions. Any changes to these Conditions shall be notified to the Client by the Company and deemed to have been accepted unless the contrary is indicated by the Client in writing within one month. Any changes to the Services proposed by the Client must be agreed in writing by an authorised manager of the Company.
   ii. The Client shall at its own expense supply the Company with all necessary data or other information relating to the Services within sufficient time to enable the Company to provide the Services in a prompt and professional manner. The Client shall ensure the clarity and accuracy of all such data and information. The Client shall check any Certificates provided by the Company, and notify the Company within 28 days of any inconsistencies, these shall be effected free of charge and a new Certificate issued. Excepting updates to Client contact information, no other changes will be permitted.
   iii. In the event of non-delivery of any items requiring postal delivery the Client must make a claim by notifying the Company within 180 days of the date of the order or instruction that caused the item(s) to be posted. New Claims for undelivered items will not be considered if submitted more than 180 days after the date of the order or instruction.
   iv. The Client shall if so requested by the Company supply it (in the form specified by the Company) with any declaration necessary for the purposes of obtaining any consent or clearance which the Company might be required to obtain by any competent authority to enable it to provide the Services.
   v. The Services shall be provided in accordance with the Estimate (if any) and otherwise in accordance with the Company's current practice and literature relating to the Services published from time to time subject to these Conditions.
   vi. Further details about the Services and advice or recommendations about its provision or utilisation which are not given in the Estimate or other literature may be made available on request.
   vii. The Company may without any liability to the Client make such alterations to any brochure promotional literature quotation or other document relating to the provision of the Services if in its absolute discretion it believes such alteration is necessary to correct any typographical or other errors or omissions.
   viii. The Company may at any time without notifying the Client make any changes to the Services which are necessary to comply with any applicable safety or other statutory requirements or which do not materially effect the nature or quality of the Services.
   ix. For storage, insurance, and data integrity purposes, the Company may create back up copies of submitted works if it is practicable to do so. Submitted 'original' copies may be discarded due to storage requirements, but only after a secure back up has been made. In all cases any Client data will be considered confidential, and treated accordingly.
   x. Duplicate works can be provided on request of the Client, and will demonstrate the full content of the registered item(s), but may be produced on a medium other than that submitted, (normally this will be an electronic media form).
3. **Charges**
   i. Subject to any special terms agreed, the Client shall pay the Charges and any additional sums which are agreed between the Company and the Client for the provision of the Services, or which in the Company's sole discretion are required as a result of the Client's (or the Client's agents) instructions, or lack of instructions, the inaccuracy of any data, or information supplied by the Client or its agents, or any other cause attributable to the Client or its agents.
   ii. The Company shall be entitled to vary Charges from time to time, these will be published or made available to the Client on request and shall apply to any new transactions.
   iii. The Company shall be entitled to invoice the Client directly following the provision of the Services or at such other times as it may agree with the Client.
   iv. The Charges and any additional sums payable shall be paid by the Client (together with any applicable Value Added Tax and without any set off or other deduction) within 14 days of the date of the Company's invoice unless otherwise agreed by the Client with an authorised manager of the Company and confirmed in writing.
   v. If payment is not made on the due date the Company shall be entitled without limiting any other rights it may have to charge interest on the outstanding amount (both before and after any judgement) at the rate of 1% above the base rate from time to time of Lloyds Bank PLC from the due date until the outstanding amount is paid in full. The Company shall also be entitled to refuse any further transactions with the Client or refuse to provide any Services for the Client.
   vi. The Company shall also be entitled to terminate any Services offered where the Client has not made full payment or where payment was made fraudulently (for example card fraud). The Company shall also be entitled to charge the Client for any Bank charges as well as reasonable administration charges that may be attributed to the Client's failure to pay.
4. **Confidentiality**
   i. Any data or other information provided by the Client which is so designated by the Client as confidential shall be kept confidential by the Company but the foregoing shall not apply to any data or other information which is public knowledge at the time when it is so provided and shall cease to apply if at any future time it becomes public knowledge through no fault of the Company.
5. **Warranties and Liability**
   i. The Company warrants to the Client that the Services will be provided using reasonable care and skill and as far as reasonably possible.
   ii. The Company shall have no liability to the Client for any loss damage costs expenses or other claims for compensation arising from any data information or instructions supplied by the Client which are incomplete incorrect inaccurate illegible or in the wrong form or arising from their late arrival, non-arrival, failure to transfer correct information, verify receipt of data (where applicable) or any other fault of the Client, this includes any issue relating to the validly of items submitted by the Client for Registration and timely notification of Client change of address.
   iii. Except in respect of death or personal injury caused by the Company's negligence or as expressly provided in these conditions the Company shall not be liable to the Client by reason of any representation (unless fraudulent) or any implied warranty condition or other term or any duty at common law or under the express terms of the Contract for any loss of profit or any indirect special or consequential loss damage costs expenses or other claims (whether caused by the negligence of the Company its servants or agents or otherwise) which arise out of or in connection with the provision of the Services or their use by the Client and the entire liability of the Company under or in connection with the Contract shall not exceed the amount of the Company's charges for the provision of the Services except as expressly provided in these conditions.
   iv. The Company shall not be liable to the Client or be deemed to be in breach of the Contract by reason of any delay in performing or any failure to perform any of the Company's obligations in relation to the Services if the delay or failure was due to any cause beyond the Company's reasonable control.
   v. The Client warrants that any data or other information provided and its use by the Company for the purpose of providing the Services will not infringe the copyright or other rights of any third party and the Client shall indemnify the Company against any loss damages costs expenses or other claims arising from any such infringement.
   vi. The Client warrants, with regard to all items the Client submits to the Company for the purpose of the Company's Services, that the Client is the copyright owner of those items, or that the Client is acting directly on behalf of the copyright owner of those items.
   vii. The Client warrants that all items submitted are suitable for the provision of the Company's services, and understands that the Company will not or cannot normally make any judgement regarding the suitability of submitted material
   viii. The Company's Service is as an independent witness and intended as an aid in the proof of copyright. No guarantee, warranty or liability is given or implied and the responsibility of proving copyright remains with the Client. The Company will not enter into any legal issues on the Client's behalf other than providing copies of certificates and/or copies of the work at the Client’s request.
   ix. The Company undertakes to provide contingency measures to ensure that, where reasonably practicable, appointed agents of the company are identified and made personally responsible for the complete fulfilment of any existing Client contracts in the unlikely event of a cessation to trade.
   x. In the event that the Client instructs the Company to use any third party in connection with the provision of the Services. The Company cannot give any warranty, guarantee or other term as to the quality of services of any third party.
   xi. The Client understands that 99% of the Company’s Charges specifically cover the provision of initial administration, account set up, and duplication services involved with Registration, Registration extensions and other services at the time of the transaction/sale. The Client understands and agrees that excepting claims made within 30 days of the date of Registration, in the event of any loss, corruption or damage, or in the event of liquidation whether due to the Company's failure or by any other cause whatsoever, that the financial liability will not exceed 1% of the transaction value.
6. **Termination**
   i. The Client shall be entitled to terminate the Contract by giving not less than one months written notice to the Company, but should be advised that this shall terminate the Registration, and that items deposited with the Company for the purposes of carrying out its Services shall not be returned, and that (excepting any statutory rights of the Client) payment will not be refunded for early termination.
   ii. In accordance with statutory law, consumers will have a 14 day ‘cooling off period’ after purchase in which they have the right to cancel and receive a full refund.
   iii. Either party may (without limiting any other remedy) at any time terminate the Contract by giving written notice to the other if the other commits any breach of these conditions and (if capable of remedy) fails to remedy the breach within 30 days after being required by written notice to do so or if the other goes into liquidation or (in the case of an individual or firm) becomes bankrupt makes a voluntary arrangement with their or its creditors or has a receiver or administrator appointed.
7. **General**
   i. These Conditions (together with any terms, if any, set out at the time of purchase or in the Estimate (if any)) constitute the entire agreement between the parties and supersede any previous agreement or understanding and may not be varied except in writing between the parties. All other terms and conditions express or implied by statute or otherwise are excluded to the fullest extent permitted by law.
   ii. Any notice required or permitted to be given by either party to the other under these Conditions shall be in writing addressed to the other party at its registered office or principal place of business or such other address as may at the relevant time have been notified pursuant to this provision to the party giving the notice.
   iii. No failure or delay by either party in exercising any of its rights under the Contract shall be deemed to be a waiver of that right and no waiver by either party of any breach of the contract by the other shall be considered as a waiver of any subsequent breach of the same or any other provision.
   iv. If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be effected.
   v. Any dispute arising under or in connection with these Conditions or the provision of the Services shall be referred to arbitration by a single arbitrator appointed by agreement or (in default) nominated on the application of either party in accordance with the provisions of the Arbitration Act 1996.
   vi. English law shall apply to the Contract and the parties agree to submit to the non-exclusive jurisdiction of the English courts.

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