



Port Phillip City Collection: application to reproduce or publish images

Please return the completed form to art&heritage@portphillip.vic.gov.au

Proposed Use of Image

For display in a

- private and non-commercial premises
- commercial premises
- public display
- online (intranet/ internet)

For publication

- inclusion in a research paper / report
- inclusion in catalogue/ book or other
- For use in advertising
- For use in any other form of publication
- Other*** (please specify the nature of the publication or attach description)

Details of publication:

Author _____

Title _____

Print run _____

Circulation _____

Copyright clearance attached yes n/a



PLEASE ALLOW 2 WEEKS FOR COMPLETION OF REQUEST.

Once this form has been signed and returned and all fees paid, permission is granted for reproduction of the item(s) listed on this application form, in the publication described on this form for this single use only.

If the image(s) will be reused, you must submit a new application.

Your Details

Name

Business Name

Address

Phone

Mobile

Email

Declaration

1. I accept responsibility for obtaining consent of the copyright owner if necessary.
2. I agree to pay the reproduction fee prescribed by the City of Port Phillip, unless agreed otherwise.
3. I agree to acknowledge the source of the item in the form specified by the City of Port Phillip. (See box below)
4. I agree to describe the item as specified in the Collection Image Description (as found on the Port Phillip City Collection online database).
5. I agree to not make further reproductions without application to and permission from Art & Heritage Services at the City of Port Phillip.
6. I agree to lodge _____ copies of the publication with Art & Heritage Services at the City of Port Phillip.

Name _____

Signature _____

Date _____

Acknowledgement

All image reproductions must acknowledge: **PORT PHILLIP CITY COLLECTION**



Image description			
Registration No.	Details (as shown on Port Phillip City Collection online database)	Specify format * jpg * tiff * dpi required	Specify delivery * pick-up * post * e-mail

Please return the completed form to Art & Heritage Services:

Email: art&heritage@portphillip.vic.gov.au

Post: Art & Heritage Services, City of Port Phillip, Private Bag 3, PO St Kilda 3182

For office use only

Application date:

Authorising officer:

Signature:

Date:

Ledger Number: 01. 07551. 9070

City of Port Phillip ASSIST

03 9209 6777 www.portphillip.vic.gov.au/contact_us.htm

