

## Use of Ordnance Survey based information

A note prepared by the Planning Policy Team: Bedford Borough Council  
October 2016

Bedford Borough Council has a licence to use data from Ordnance Survey (OS) to produce maps for Council purposes only. The use of the OS data is covered by copyright and this is shown on every map produced by the Council. The copyright statement reads:

**“© Crown copyright and database rights 2016 Ordnance Survey 100049028. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.”**

In order to enable sharing of information with local councils and other public sector bodies, Ordnance Survey (OS) has created a Public Sector Mapping Agreement (PSMA). This requires the organisation (local council in question) to sign a licence agreement. Further details on the PSMA including how to sign up, are available on the Ordnance Survey website here: <https://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/public-sector-mapping-agreement.html>.

The local council will be given their own OS licence number upon signing the agreement.

When the local council has signed the PSMA agreement they are able to share and request information produced by other PSMA members. If any maps published by Bedford Borough Council (such as extracts from the Policies Map) are reproduced (either electronically or in hard copy) in local council documents, they must be published in their entirety and none of the information, including the copyright, must be removed or altered. This therefore does not allow for the modification of any existing maps (either in electronic form or hard copy) that have been created by the council. If a map is produced without the copyright, this leaves the publisher at risk of being prosecuted.

For neighbourhood planning purposes the Planning Policy Team can provide an electronic map of the whole parish or ward which is produced as a PDF. It is scaled at A4 size, so it may become distorted if enlarged. If you require printed copies of the map or any other maps that you have obtained from other sources, unfortunately Planning staff cannot provide that service for you. However you can contact a local printing company or alternatively Bedford Borough Council's Reprographics Team can print maps at a competitive cost. Please phone 01234 276333 or email: [Printroom@bedford.gov.uk](mailto:Printroom@bedford.gov.uk) for further details.

If the local council requires bespoke mapping or large scale maps, for example to use in their Neighbourhood Plan, the local council should sign the Public Sector Mapping agreement (PSMA) which will then give access to the OS maps. The information that the OS provides through the PSMA will require a GIS (geographical information systems) program in which to view the data. There are a number of companies offering free GIS software on the internet to use. Alternatively, the local

council can commission a company to undertake the mapping services on their behalf. The Bedfordshire and Luton Recording and Monitoring Centre (BRMC) can also provide this service for you, however a fee will be payable. Further details about their service is available on their website <http://www.bedscape.org.uk/BRMC/newsite/index.php> or phone 01234 355435 for further information.

If you require information that the Planning Policy Team has mapped such as village or urban open spaces or the call for sites layer, please contact the team ([planningpolicy@bedford.gov.uk](mailto:planningpolicy@bedford.gov.uk)). We will be able to supply the data that relates to your area once the local council is a PSMA member. The data will be supplied in a shape file format (.shp) and will need to be loaded into GIS software. There will be no charge for providing this information.

In order to obtain data that is not owned by Bedford Borough Council, such as that relating to listed buildings (owned by Historic England), the local council would need to be a PSMA member and would need to contact the author of the information to obtain the data.

#### Useful websites

Ordnance Survey

<https://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/public-sector-mapping-agreement.html>

DEFRA (Department for Environment, Food and Rural Affairs) mapping data on the MAGIC website –

<http://magic.defra.gov.uk/>

Historic England – National Heritage List for England

<https://historicengland.org.uk/listing/the-list/>

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