

## GUIDE TO USING THE CONSENT FORMS

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### **Form A – Owner/Client Consent**

This form is for the owner/client to complete and sign. Depending on the project, the owner of the built outcome at the time of submitting an entry to the Awards, may not be the same as original client. This form gives you consent to enter the project into the National Architecture Awards, for the owner/client's contact details to be disclosed to arrange site visits and allows project materials (ie: words, images, plans, drawings and all other materials) to be used by the Institute to promote the National Architecture Awards and Architecture generally.

Every entry must have or be accompanied by the consent of the owner. This consent may already have been given under the terms of your client-architect agreement, otherwise you might secure a consent from the owner/client using Form A.

### **Form B – Copyright Licence**

This form should be used where copyright rights may not be clearly addressed in existing contractual arrangements, or those arrangements do not give you the required license right(s) to submit another author/creator's materials along with the entry into the Awards. This form gives you as well as the Institute permission to use and publish project materials relating to your entry (ie: words, images, plans, drawings and all other materials) as well as to promote architecture generally.

One form should be completed by each author and co-author of an "artistic work" and addresses both the copyright and moral rights of each author.

The second section of this form allows the author/creator to tell us their preferred way of identifying them, their business or their practice as the author/creator. This is important for you and for the Institute wherever we need to credit that person as the author. This is a "form of attribution" for the purposes of the moral rights obligations in the Copyright Act.

Depending on the terms of the employment agreements used in your practice, you may not need a Form B from your employees or contractors who worked on the project you are submitting. If in doubt, please seek legal advice.

To the extent that copyright permission is being given by an author/creator over a number of materials, then use Form C to list all those materials. This way, everyone is clear about the scope of the copyright license being given to you and the Institute in Form B.

### **Form C – Copyright Licence Schedule of Materials**

This form is intended to accompany Form B, if required, and gives you or the copyright holder a place to list all the relevant project materials (ie: words, images, plans, drawings, and all other materials) which are then licensed under Form B: Copyright Licence, for the specific purposes stated in that form. This could include a photographer listing out their image files or a builder listing file names of certain plans that are to uploaded as part of the Awards entry.

## A. STANDARD FORM: OWNER/CLIENT CONSENT

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**Australian Institute of Architects ("the Institute") National Architecture Awards**

**Entry number:**

**Project name:**

**Architect/practice ("the Architect"):**

### **Owner/client Consent**

*Please read the following agreement carefully before signing.*

I/we consent to the Architect submitting this project to be judged in the Australian Institute of Architects National Architecture Awards.

I/we consent to the Architect disclosing to the Institute my preferred contact details for the purpose of contacting me, if needed, about the project or to arrange access to the project site.

I/we agree that the Institute can publish exhibit or communicate the written, digital or visual Project Material (Form C: Copyright Licence Schedule) in connection with the National Architecture Awards and to promote Australian architecture and the architecture profession.

*Please tick the appropriate boxes below.*

I give consent as:

the owner of the project

the client of either the architect or the practice of the architect submitting the entry

OR

I/we am authorised to give this consent for and on behalf of:

the owner/client

the owner/client who is a corporate body

the owner/client who is a government or government agency

**Name**

**Address**

**Phone**

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**Name and title of authorised person for company or agency:**

**Signature**

**Date**

## B. STANDARD FORM: COPYRIGHT LICENCE

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### Australian Institute of Architects National Architecture Awards

**Entry number:**

**Project name:**

**Architect/practice (“Licensee”):**

#### Copyright Licence and Form of Attribution

I. I /we am the copyright holder and give to the Licensee an irrevocable permission to submit to the Australian Institute of Architects reproductions of the Project Materials (photographs or other items of which I am the author/creator) listed in the attached Form C. Copyright Licence Schedule for the following purposes:

- (i) To enter the Australian Institute of Architects National Architecture Awards.
- (ii) To grant the Australian Institute of Architects irrevocable permission to reproduce, exhibit, publish or communicate the Project Materials and any part of it in any manner or context the Australian Institute of Architects sees fit for the purposes of the Australian Institute of Architects National Architecture Awards, including on the Institute’s website(s) or in print and digital media or communications
- (iii) (Optional. Tick the box to opt-in.) Copyright license extension: I / we also grant the Australian Institute of Architects irrevocable, perpetual permission to use the Project Materials for the general promotion of Australian Architecture and the Architecture profession, including on the Institute's website(s) or in print and digital media or communications that are prepared by or on behalf of the Institute and its subsidiaries. Except as expressly provided in this Copyright Licence, the Institute may not sublicense, novate or assign the rights given in this copyright licence extension to any other person or entity.

2. I/we consent to the following credit/form of acknowledgment to accompany to use of the Project Materials:

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Signed by the author/creator/copyright holder: *(strike out whichever is not applicable)*

**Name**

**Address**

**Phone**

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**Signature**

**Date**

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## C. COPYRIGHT LICENCE SCHEDULE OF PROJECT MATERIALS

### **Australian Institute of Architects National Architecture Awards**

**Entry number:**

**Project name:**

**Architect/practice (“Licensee”):**

#### **Copyright Licence Schedule**

This Schedule describes the Project Materials to be submitted for the Australian Institute of Architects National Architecture Awards referred to in the Copyright Licence and the Form of Attribution given to the Architect.

**The “Project Materials” being licenced are:** *(List these by way of a title, filename or other identifier, along with a brief description for each item)*