

NBN Guideline

Request for the reproduction from standards



Standards – both on paper and in digital format – are protected by copyright. For any reproduction of standards or normative documents, as a whole or in partially, in any context or circumstance, a third party always needs a written authorization from NBN.

Application for reproduction

A third party intending to reproduce one or more small extracts of standards or normative documents according the fair practice principle, can apply for an authorization by completing the attached application form.

For reproduction requests that do not comply with the fair practice principle, contact NBN via legal@nbn.be.

Fair practice

Fair practice consists in reproduction of small extracts for non-commercial educational and informational purposes following specific rules:

- small extracts are limited text, data, figures, tables, pictures or drawings and they shall
 not be fundamental or essential parts of the publication. Reproduced text shall not
 exceed 10% of the normative text (front pages, table of contents, etc. are excluded) of
 each individual source publication;
- non-commercial purposes are for example documents for promotion, review, comment, analysis and other similar educational or informational purposes;
- the extracts are not going to be made available on public Websites (accepted only on intranet or restricted access on the website via password/members account, etc.).

Basic conditions for a publication with reproductions

The basic conditions for the publication holding the reproductions are:

- the publication shall not resemble a NBN standard or other NBN publication. Therefore the publication shall have a different layout and the title of the publication must indicate that this is not a standard or normative document;
- the declaration of the source for each reproduced text;
- the inclusion of a statement that the official NBN standards and NBN publications that are referenced are available at NBN;
- a copy of the publication in each available language needs to be provided to NBN.

Permission

After positive evaluation of the application and agreement with the applicant, NBN will provide the applicant an authorization.

Application form

To be completed by the applicant

Legal Name of Applicant Organization:	
Physical Address of Applicant Organization:	
Mailing Address of Applicant Organization: (if different from Physical Address)	
VAT number:	
Main contact person, Name:	
Phone number:	
E-mail address:	
Please identify the text that will be reproduced.	
Standard id.	Text:
Provide a brief description of the publication and the purpose:	
By signing the APPLICATION FORM you are cert	tifying that the provided information is correct.
By signing the APPLICATION FORM you are cert Applicant:	tifying that the provided information is correct. For agreement:
Applicant:	For agreement:
Applicant: Name:	For agreement: Johan Haelterman
Applicant: Name: Signature:	For agreement: Johan Haelterman President of the Executive Committee of NBN
Applicant: Name:	For agreement: Johan Haelterman

Please return this form to:

Bureau for Standardisation - Rue Joseph II 40 Box 6 - 1000 Brussels

Email: legal@nbn.be