



For Official Use

### Design Right Form 3

Application to settle terms of Licence of Right or to adjust terms of  
Licence granted before 1 August 1989

Copyright, Designs & Patents Act 1988

1. Your reference.

2. Please give full name and address of applicant.

Name

Address

3. Please give an address for a service in the United  
Kingdom to which all correspondence will be sent.

Name

Address

4. Please identify the design which is the subject of  
the proceedings.

5. Please give the name and address of the respondent.

Name

Address

6. Application is made to the Comptroller to settle the terms of a licence for the design which is available as of right by virtue of:

☐

Section 237

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An order under Section 238

7. Signature.  
This can be typed or handwritten.

Date

#### Notes:

Please type or write in dark ink using BLOCK LETTERS. For details of prescribed fees please contact the Intellectual Property Office.

Rule 10 and 13 of the Design Right (Proceedings before Comptroller) Rules 1989 are the main rules governing the completion and filing of this form.

This form must be filled by the person requiring the settlement or adjustment of the licence, together with a statement in duplicate setting out the terms required. Where the applicant has been unable to discover the identity of the design right or copyright owner a statement must also be filed setting out the particulars of and result of the inquiries made to try to identify the owner.

Identification may be made by providing drawings, photographs or other identifying material.

Give the name and address of the design right or copyright owner (if known).

#### Reminder

Have you attached:

the statement case in duplicate of terms required?

the prescribed fee?

a statement of inquiries made to identify the design right or copyright owner (if inquiries unsuccessful)?

# Fees and payment

We will only process the form with this section completed (one form per payment)

To check the correct fee for this form, search on [GOV.UK for 'design forms and fees'](#)

Total Fee Paying (£)

Your own reference (Optional)

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**Your contact details should we have a query**

Name

Email

Phone

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**How would you like to pay?**

**Tick one**

☐

**Using a debit or credit card – you will need the internet to pay by card**

- 1** Go to our secure website – <https://fees.ipo.gov.uk/pay>
- 2** Enter your name, email address and total amount to pay from above
- 3** As proof of payment, write below the 10-character reference code displayed from the online payment screen.  
**DO NOT** write your debit/credit card number

☐

**Deduct from IPO deposit account**

IPO deposit account number

☐

**Cheque – make payable to 'Intellectual Property Office'**

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**Bank transfer**

Reference – use your IPO deposit account number if you have one or an application number or your name if you don't.

Use the following bank account details

Sort code	20-18-23
Account number	80531766
Account name	Intellectual Property Office
SWIFT code	BARCGB22
IBAN number	GB92 BARC 2018 2380 5317 66

# Before you send us your form

## Make sure you have:

- ☐ Answered questions 1 – 7.
- ☐ Provided a signature and date at question 7. This can be typed or handwritten.
- ☐ Made payment by card, cheque, bank transfer or IPO deposit account.
- ☐ Completed the payment sheet above.

**Email your completed PDF form to:**  
**[forms@ipo.gov.uk](mailto:forms@ipo.gov.uk)**

If you cannot email us your form, you can print and post your form to:  
Intellectual Property Office, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ.

**Please note: It takes longer to process paper forms sent by post.**

**Data Privacy:** <https://www.gov.uk/government/publications/intellectual-property-office-privacy-notices/privacy-notice-for-personal-data-processed-for-the-administration-of-ip-rights>