

VISUAL ARTS  
LICENSING PORTAL GUIDE

# How to submit a request for a visual arts licence

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## How to log in or register for an account

Go to Copyright Agency's visual arts licensing portal:  
[visualarts.copyright.com.au](https://visualarts.copyright.com.au)

If you haven't visited the portal before, please register for an account. How to register:

1. Click on the **REGISTER** button on the top right of the page
2. Fill in your details on the form, tick the box to agree to the Licensing Portal Terms, and then click the **REGISTER** button at the bottom of the form
3. You will then receive an email to confirm you have registered an account

**TIP:** You must be based in Australia or New Zealand to register for an account.

After you have registered/logged into your account, you have two options:

- If you already have an image, you can start your licensing request by entering artwork details

OR

- If you are looking for an image to use, you can browse the Image Bank and submit a licensing request alongside your chosen image at the same time.

# 2

## How to submit a request for a licence if you already have an image

**TIP:** This is the URL for the Licensing portal homepage <https://visualarts.copyright.com.au/>

1. On the [licensing portal homepage](#), ensure you are logged in to your account, then add the artwork details of the image you want to license (the artist name and the artwork name)

### Artwork Details

Please provide details of the artist and artwork that you wish to license.

#### Artist Name\*

Start typing the artist's name and then select from the dropdown list. If the artist's name is not found, type the full name and press enter.

#### Artwork\*

Start typing the artwork title and select from the dropdown list. If the artwork title is not found, type the title and press enter. Note most artworks will NOT be in the dropdown list.

2. Once you have added the artist and artwork name, click the **ADD TO BASKET** button
3. A pop-up box will appear and will show the image you added to your Basket. Click the **PROCEED** button

# 2



4. Enter the details of your licensing request in the 'Project details' form

**TIP:** In the 'Other important information' box, it's helpful to provide additional details, such as print quantities, sizes, timeframes or deadlines and other information relevant to the licence request.

5. Click on the **ADD ARTWORK USE DETAILS** button



6. A pop-up box will appear asking you a series of questions depending on the product type you choose. Choose responses from the drop-down menu and then click the **PROCEED** button

# 2

**Artwork use details**

Select from the options below to provide your artwork use details.

Format  
Print

Location  
Cover

Print run and or expected downloads  
Up to 500

Territory  
Australia


PROCEED

7. Your request will now show the artwork use details you just added. Ensure you tick the box to agree to the Licence Terms and click the **SUBMIT REQUEST** button.

**TIP:** The request may or may not include a quote for the artwork use, depending on how straight forward your request is. If it doesn't include a quote here, don't worry! The Visual Arts licensing team will review the request and may contact you to ask for additional information.

**Request**

Artworks and use details

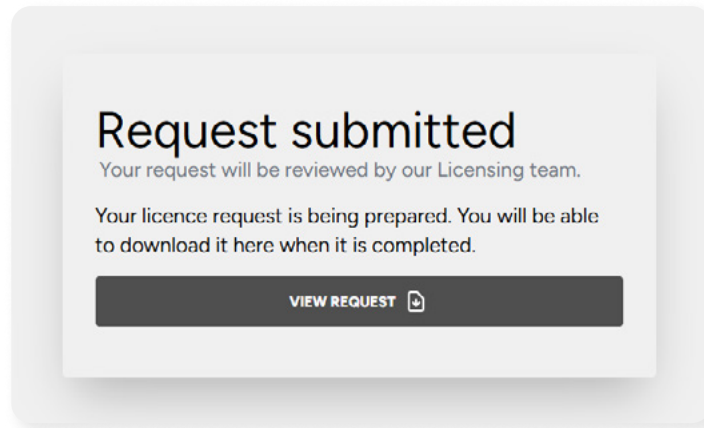
	<b>Title:</b> Flowers <b>Artist:</b> Margaret Preston	
	<b>Product:</b> Book <b>Product category:</b> Commercial	<a href="#">ADD ARTWORK USE DETAILS</a>
	<b>Format:</b> Print <b>Location:</b> Cover	<b>\$400</b>
	<b>Print run and or expected downloads:</b> Up to 500	<a href="#">APPLY OPTIONS TO ALL</a>
	<b>Territory:</b> Australia	

I agree to the [Licence Terms](#) and wish to request a licence for the above artwork(s)

[SUBMIT REQUEST](#)

# 2

8. Your submission acknowledgement will appear on the screen.



**TIP:** You can click on the VIEW REQUEST button to see your licence request details – this will show you the status of your request. You can also download or email the request details.

You will also receive an email confirming the Copyright Agency Visual Arts team has received your request. It will include a link to your request details – and you can also download or email the request details by accessing that link.

# 2

Home / Your request / 1553

## Your request

Licence details

**Copyright Agency Visual Arts**

Copyright Agency Ltd  
ABN 53 001 228 799  
Level 12, 66 Goulburn St  
Sydney NSW 2000 Australia  
visualarts@copyright.com.au

<b>Request</b>	1553
<b>Status</b>	Pending - fees subject to review
<b>No. of Assets</b>	1
<b>Date Received</b>	11-03-2026

**User Details**

**Karen Tinman**  
ktinman@copyright.com.au

Copyright Agency  
66 Goulburn St  
Sydney New South Wales 2000

**Project details**

Project name \*  
Project 1

9. The Visual Arts team will be in touch to confirm your licence request (and provide a quote if not already provided).
10. You will receive an email when your licence request is approved. You can click on the link in the email to access your request or go to the portal to pay for the licence by credit card. Once you have paid, you will be able to download your licence as a PDF document. Within a few days you will receive an invoice via email for your records.

# 3

## How to request a licence if you are selecting an image from the Image Bank

**TIP:** This is the URL for the Image Bank homepage  
<https://visualarts.copyright.com.au/portal/images>

1. Go to the [Image Bank homepage](#) and log in or register (see instructions for 'How to register')
2. Search for an image

**TIPS:** If you know the artist name or artwork name, enter it into the search bar and click on the magnifying glass icon to submit the search.

You can also search using a keyword e.g. flowers, dog, garden.

When search results appear, you can then use the Filter options on the left-hand side to refine your search results.

Need some inspiration to choose an image?  
Try browsing our Featured Collections on the Image Bank homepage.

3. When you have decided on the image you wish to use for your licence request, select it by clicking on the basket icon on the image. This will add it to your Basket. Then click on the **PROCEED** button.
4. Enter the details of your licensing request in the 'Project details' form

# 3

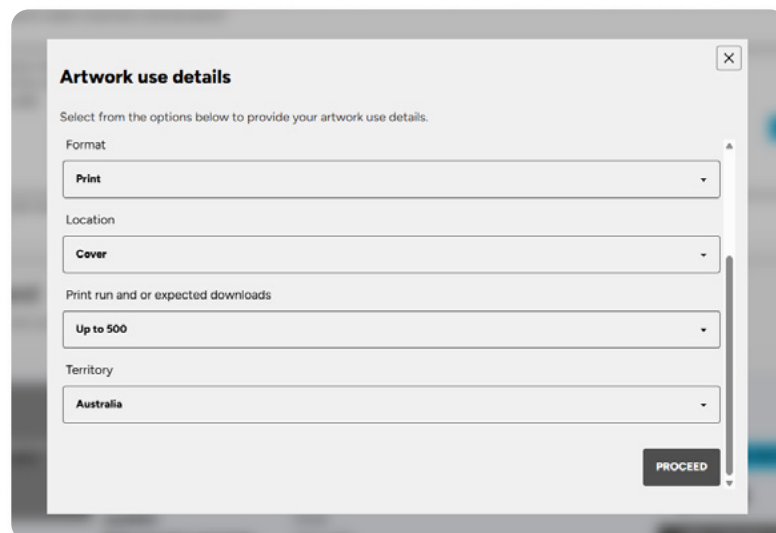
**TIP:** In the 'Other important information' box, it's helpful to provide additional details, such as print quantities, sizes, timeframes or deadlines and other information relevant to the licence request.

5. Click on the **ADD ARTWORK USE DETAILS** button



The screenshot shows a 'Request' form titled 'Artworks and use details'. It features a thumbnail of an artwork, the title 'Paella by the Sea', and the artist 'John Olsen'. A dropdown menu is set to 'Largest Available JPEG, 5.9 MB'. A red arrow points to the 'ADD ARTWORK USE DETAILS' button. At the bottom, there is a checked checkbox for 'I agree to the Licence Terms and wish to request a licence for the above artwork(s)'.

6. A pop-up box will appear asking you a series of questions depending on the product type you choose. Choose responses from the drop-down menu and then click the **PROCEED** button



The screenshot shows a pop-up window titled 'Artwork use details'. It contains several dropdown menus for selection: 'Format' (Print), 'Location' (Cover), 'Print run and or expected downloads' (Up to 500), and 'Territory' (Australia). A 'PROCEED' button is located at the bottom right of the form.

7. Your request will now show the artwork use details you just added. Ensure you tick the box to agree to the Licence Terms and click the **SUBMIT REQUEST** button.

# 3

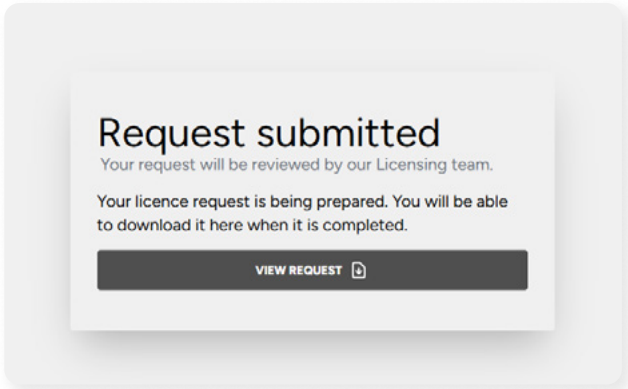
**TIP:** The request may or may not include a quote for the artwork use, depending on how straight forward your request is. If it doesn't include a quote here, don't worry! The Visual Arts licensing team will review the request and may contact you to ask for additional information.

The screenshot shows a 'Request' form with the following details:

- Title:** Paella by the Sea
- Artist:** John Olsen
- Product:** Book
- Product category:** Commercial
- Format:** Print
- Location:** Cover
- Print run and or expected downloads:** Up to 500
- Territory:** Australia

Additional form elements include a checkbox for 'I agree to the Licence Terms and wish to request a licence for the above artwork(s)', a 'SUBMIT REQUEST' button, and a price of '\$400' with an 'APPLY OPTIONS TO ALL' button.

8. Your submission acknowledgement will appear on the screen.



**TIP:** You can click on the VIEW REQUEST button to see your licence request details – this will show you the status of your request. You can also download or email the request details.

# 3

You will also receive an email confirming the Copyright Agency Visual Arts team has received your request. It will include a link to your request details – and you can also download or email the request details by accessing that link.

Home / Your request / 1553

## Your request

Licence details

[Download](#) [Email](#) [CANCEL REQUEST](#)

### Copyright Agency Visual Arts

Copyright Agency Ltd  
ABN 53 001 228 799  
Level 12, 66 Goulburn St  
Sydney NSW 2000 Australia  
visualarts@copyright.com.au

<b>Request</b>	1553
<b>Status</b>	Pending - fees subject to review
<b>No. of Assets</b>	1
<b>Date Received</b>	11-03-2026

### User Details

**Karen Tinman**  
ktinman@copyright.com.au  
Copyright Agency  
66 Goulburn St  
Sydney New South Wales 2000

### Project details

Project name \*  
Project 1

Project sector \*

9. The Visual Arts team will be in touch to confirm your licence request (and provide a quote if not already provided).
10. You will receive an email when your licence request is approved. You can click on the link in the email to access your request or go to the portal to pay for the licence by credit card. Once you have paid, you will be able to download your licence as a PDF document. Within a few days you will receive an invoice via email for your records.

**TIP:** You cannot buy an image file from the Image Bank without attaching it to a licence request for the use of the image.

# 4

## How to request a licence for multiple images

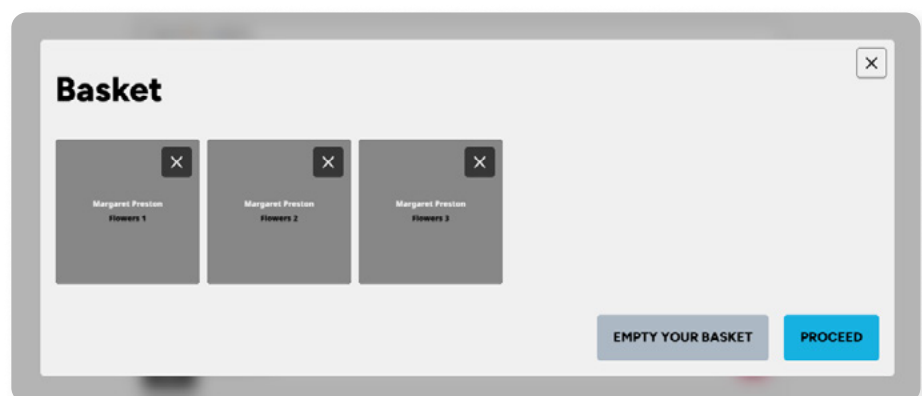
You can request a licence for multiple images within the same request, if all of the images relate to the same project.

1. Follow the instructions to log in or register and add your selected image to your Basket.
2. Close the pop-up Basket by clicking on the X in the right-hand corner.
3. Back on the homepage, select your next image and add it to your Basket.
4. Repeat until you have added all the images you want to use for the same project.
5. Then click the **PROCEED** button and follow the instructions to continue with your licensing request – the next step will be adding your project details.

# 5

## How to request a licence for multiple uses of the same image/s

1. Follow the instructions to log in or register.
2. Add the artist name.
3. When adding the artwork title, include a number starting with 1 to the title of the artwork, and add it to your Basket.
4. Close your Basket, and back on the homepage, add the artist name and the artwork title again, and include the number 2 to the title of the artwork, and add it to your Basket.
5. Repeat this process for as many different products you want to use the image for. E.g. if you want to request the image to be used on a card, a book, and a calendar, repeat the process 3 times until you have 3 artworks appearing in your Basket.



# 5

6. Click on the **PROCEED** button and follow the instructions to add the artwork use details for one product at a time.
7. Continue following the instructions to complete your licence request.

# Need more help?

## [CHECK OUR FAQs](#)

</HELP.COPYRIGHT.COM.AU/HC/EN-GB/ARTICLES/13245400317199-VISUAL-ARTS-LICENCING-PORTAL-FAQS-USER-GUIDE>

OR CONTACT THE VISUAL ARTS LICENSING TEAM  
BY EMAILING [VISUALARTS@COPYRIGHT.COM.AU](mailto:VISUALARTS@COPYRIGHT.COM.AU)