

OA Reablement service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
*	✓	✓	*	✓	*	✓	✓

# T3 TELEVISION LICENCE POLICY

To ensure the correct television licence is in place.

## PROCEDURE

### Concessionary Television licence

1. A concessionary licence must be applied for, for all service users who have their own television in their room and for all respite rooms.
2. Establishments that do not have a concessionary licence must apply for an application form to:

Television Licensing  
Barton House  
Bond Street  
Bristol  
BS98 1TL

3. All residential services that have a concessionary licence will automatically receive an annual renewal form from the television licence centre.

### **Completing the form**

1. Complete the form as per the instructions on the application form.
2. This licence is free to all service users aged 75 years and over. See details for television website for any other exemptions.
3. All other services users must pay a small fee towards the licence as listed on the application form.
4. The registered manager is responsible for completing the form and collecting the fees.
5. These fees must be paid into the petty cash following Cumbria Care's financial procedures and a cheque for the same amount drawn on this account.
6. When a new service user under 75 years of age moves into the establishment after the licence has been renewed they must still pay the appropriate fee for the concessionary licence. The registered manager must write to the television licensing centre with the following details:

Date	16/01/12							Issue date
Amendment	1							01/01/05 P&P

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## T3

- Name of service user
  - Address of accommodation
  - Concessionary licence number
  - Date of admission
  - Signature and job title of person completing the letter
  - Submit appropriate fee with the letter.
7. If the new service user is under 75 years of age has their own television licence from their previous address he/she can have the appropriate fee deducted from any refund due by adding this information to the above letter.
8. Service users who are admitted over 75 years of age (or are entitled to a concession for any other reason) into the establishment after the licence has been renewed must also have their name added to the concessionary licence. The registered manager must write to the TV licensing centre with the following details:
- Name of service user
  - Address of accommodation
  - Concessionary licence number
  - Date of admission
  - Signature and job title

### **Communal T.V licence**

1. This licence only covers communal areas and annual renewal forms are automatically sent to the establishment.
2. Process for payment of these licences is in-line with the policy and procedure on financial arrangements. See Cumbria Care financial procedures.
3. Cumbria Care holds a licence to enable the sharing of DVD's, films etc in communal areas. This licence is renewed annually.

Date	16/01/12							Issue date
Amendment	1							01/01/05 P&P