

T3 Television Licence

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
X	X	✓	✓	✓	X	X	X

Policy

To ensure the correct television licence is in place.

Procedure

Concessionary Television Licence

1. A concessionary licence must be applied for, for all of the people we support who have their own television in their own room and for all respite rooms.
2. Establishments that do not have a concessionary licence must apply for an application form to: Television Licensing
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 of the people we support aged 75 years and over. See details for television website for any other exemptions.
3. All other people we support must pay a small fee towards the licence as listed on the application form.
4. The manager is responsible for completing the form and collecting the fees.
5. **These fees must be paid into the amenity account and a cheque for the same amount drawn on this account.**
6. When a new person 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 manager must write to the television licensing centre with the following details:
 - Name of the person who use our service
 - 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 person 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. The person who use the service 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 person using our service
 - Address of accommodation
 - Concessionary licence number
 - Date of admission
 - Signature and job title

Communal Television Licence

1. This licence only covers communal areas and annual renewal certificate is automatically sent to the establishment.
2. **Process for payment of these licences is to be completed by the card payment process (Filling in the form).**
3. Cumberland Care Services holds a licence to enable the sharing of DVD's, films etc in communal areas. This licence is renewed annually.