

Darlington DL98 1TL

Apply for an Accommodation for Residential Care (ARC) Concessionary TV Licence.

Dear Sir/Madam,

Thank you for requesting an ARC Concessionary TV Licence.

What to do now.

We have enclosed an application form. To help you complete it, please read the **Before you start** section on the front. Then fill in the form carefully so we can process your application as quickly as possible.

If you're still not sure whether your residents are eligible, or which category your accommodation falls into, see our guide over the page or go to tvlicensing.co.uk/reducedfee

What happens next?

When you've completed the form, sign it and send it back to us in the envelope provided. Tear off this letter and keep it for your reference. We'll be in touch soon if we have any questions. Otherwise, if your application is successful, we'll contact you in about a month to let you know the cost and how to pay. Please do not send payment now.

Yours faithfully,



Alison Roberts
Operations Director

Find more information at tvlicensing.co.uk/reducedfee



Find out if you're eligible.

An Accommodation for Residential Care (ARC) Concessionary TV Licence costs £7.50 per room, flat or bungalow for residents who are 74 or under. Residents who are over 75 can apply for a free TV Licence (if you are in the Channel Islands or Isle of Man, different conditions may apply).

Find more details at tvlicensing.co.uk/reducedfee, or check if your residents and accommodation are eligible using the information below. Apply by filling in the attached form.

1. About your residents.

To be eligible for an ARC Concessionary TV Licence, the majority* of your residents must be:

Retired

Aged 60 or over and not working in paid employment for more than 15 hours a week
OR

Disabled

A person is disabled if their sight, hearing or speech is substantially impaired, or they have a mental disorder, they are physically and substantially disabled by illness, or any impairment present from birth or otherwise.

*For sheltered accommodation, most residents must be either retired or disabled.

2. About your accommodation.

To be eligible for an ARC Concessionary TV Licence, at a minimum your accommodation should be:

A **care home** or **hospital**, registered with the relevant local or national body.

An **almshouse**, established before 1 November 1949 (England and Wales only).

An **independent school** (confirmed in writing by the school Head) that is not for the time being approved by the Secretary of State under section 347 of the Education Act 1996.

Or **sheltered** or **supported accommodation**:

- Housed in a building that has been erected or converted for the purposes of occupation by residents who are retired and over 60, or disabled.
- Forming part of a group of at least four dwellings within a common and exclusive boundary.
- Provided or managed by a local authority, government department/minister or housing association.
- With a person who cares for the residents' needs who either lives on-site or is employed to work on-site for at least 30 hours per week, excluding on-call hours.



If you have sight problems, you can get this information in large print by calling 0300 790 6076.

If you're deaf, hard of hearing or speech impaired, you can use our textphone facility by calling 0300 790 6050.



We welcome your calls, emails and letters in Welsh, and will respond to you in Welsh. Response times are the same for Welsh and English.

Do you need more licences?

An ARC licence doesn't cover communal TVs or staff accommodation. Anyone in these rooms will need to be covered by a TV Licence if they:

- a) watch or record programmes as they're being shown on TV or live on an online TV service, or
- b) download or watch BBC programmes on demand, including catch up TV, on iPlayer.

This could be on any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder.

Find out more at tvlicensing.co.uk