

This form must be completed in **CAPITAL LETTERS**. Please ensure that you complete the relevant sections where indicated. This information will be used only to advise us about new residents moving into accommodation covered by an ARC concessionary TV Licence. **IMPORTANT NOTE:** Please ensure all residents are aware that they are required to hold the relevant full fee TV Licence or free over 75 TV Licence while this additional application is pending. Residents should not assume they are covered by an ARC concessionary licence until confirmed by TV Licensing. Please use additional forms as necessary.

APPLYING FOR A FREE TV LICENCE FOR A NEW RESIDENT AGED 75 OR OVER

Everyone aged 75 years or more is entitled to a free over 75 TV Licence. Please complete all sections on this form. Please also note the data protection information detailed below and ensure that you pass this on to your over 75 residents.

DATA PROTECTION INFORMATION FOR OVER 75 APPLICATIONS

The information you provide will be used by the licensing authority (BBC) and its agents for the purpose of processing this application for a free over 75 TV Licence. It may be checked with information provided by government departments and agencies and/or disclosed to them, as permitted by law.

More information can be found at tvlicensing.co.uk/reducedfee

SECTION 1: RESIDENT DETAILS (To be completed for each new resident)

RESIDENT:

Resident full name:

Date resident moved in or became eligible (DD/MM/YYYY):

Resident age:

Address (including room or block):

ARC/Scheme postcode:

Scheme number: 7 0 0 0

Does the resident use a TV set in their room or flat?

YES

NO

Resident's date of birth:

National Insurance number:

WITNESSING ALTERNATIVE IDENTITY DETAILS

If a resident is unable to provide a valid National Insurance number (see above) then a proof of identity will be required. Please select from one of the acceptable forms of identity below and provide the reference number. A witness will be required. **PLEASE NOTE:** A witness cannot be the applicant completing this form.

Proof of identity (select ONE):

UK Driving Licence

UK Birth Certificate

National Identity Card

Passport

Identity reference:

Items accepted:

Current Passport or current UK Driving Licence (or up to 15 years expired with additional proof of identity), UK Birth Certificate (with marriage certificate or deed poll if resident has changed their name), or National Identity Card issued by EU/EEA member state.

NAME OF WITNESS (Please print):

WITNESS SIGNATURE:

(This needs to be signed by the person who witnessed the proof of identity documentation)

REFUNDING AN EXISTING LICENCE

If a resident has their own TV Licence, please enclose their original TV Licence with this form and if they qualify for an ARC concessionary TV Licence we can send the appropriate refund via a cheque. Alternatively, we can send the refund directly into a resident's bank account if the following information is provided:

Resident name:	Account name:
Account number:	Sort code:
Previous address:	TV Licence number:

SECTION 2: DECLARATION (This must be signed by the Administrator or Manager)

The information I have given is accurate to the best of my knowledge and the scheme continues to meet the criteria for the ARC concessionary TV Licence. There have been no administrative changes that would affect its eligibility.

PRINT YOUR FULL NAME:

YOUR SIGNATURE:

Your job title: **Administrator / Manager** (Delete as appropriate)

Your email address*: **Contact number*:**

Date:

*Please note: Your email address and contact number will only be used for the purposes of contacting you to assist with the processing of this request.

Please return this form to us in one of two ways:

- Email us a completed and signed copy of this form to **enquiries@tvlicensing.co.uk**
- Post a completed copy to us at: **Concessionary TV Licensing Centre, Darlington DL98 1TL**