



Adult Social Care

Licences at Adult Social Care Establishments Procedure

Version 6

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This document will be reviewed on a regular basis – if you would like to make any comments, amendments, additions etc. please email:

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Standard BBC Television Licence

Unit managers of Adult Social Care establishments are responsible for ensuring the television sets located within buildings under their control are covered by an appropriate TV licence. The following notes are intended to provide information about the types of licences available and the circumstances under which they would be appropriate to the television sets located in Adult Social Care properties. For further information about TV licences go to the [TV licensing website](#).

All the television sets situated in the communal rooms of Adult Social Care establishments can be covered by one licence. When there are two or more separate communal areas that have an exclusive boundary which residents cannot access from another area, then a licence will be required for each area.

Where an establishment has a television set located in a satellite building, which has a different address, an additional licence will be required. .

At residential establishments where TV sets have been provided by Adult Social Care in short term or respite care bedrooms it will be necessary to add these to the concessionary form to be obtained for each TV set every year.

TV sets belonging to service users which they bring with them into residential establishments for use during periods of short term care would not be covered by their own TV licence unless there is no one using the licence at home.

A licence would *not* be required for a television located at an establishment which is used exclusively to play DVD's, gaming system and which is incapable of receiving a television signal. For example, by not being connected to an aerial or programmed to receive TV channels.

If you watch or record television programmes as they're being shown on TV or an online TV service you'll need to make sure you're covered by a TV Licence. This is the case you use a TV, computer, mobile phone or any other device.

Obtaining and Payment of the Licence

If an establishment requires a TV licence for the first time, an application form obtainable from Post Offices, should be completed by the unit manager and sent to the Area Office for the attention of Business Services (Finance) staff. They will send the application form to payments at Matlock HQ with a statement of account who will then forward to TV Licensing, Bristol, together with a cheque for the fee. Following receipt of the fee, TV Licensing will post the licence directly back to the establishment concerned where it should be kept in the establishment's safe.

When the annual reminder is received the preferred payment method is the establishments debit card as this will allow proof of payment, alternatively it could go to the Area Office for them to process payment.

For the current cost of a standard TV go to the [TV licensing website](#)..

Concessionary Licence – Accommodation for Residential Care (ARC)

Permanent residents at homes for older people (aged over 60 years, or under this age if disabled) and for people with learning disability (there is no lower age limit for residents who are physically or mentally impaired) who have their own television sets in their bedrooms, are required to have a licence to cover this equipment. This can be achieved by the unit manager arranging to obtain an Accommodation for Residential Care (ARC) concessionary licence which will cover all the residents concerned. An application form for a licence of this type is obtainable on request from the Concessionary Licence Centre, TV Licensing, Bristol, BS98 1TL. The telephone number is 0300 790 6011, or can be downloaded from their website.

A shared bedroom with two TV sets would require only one ARC licence. To obtain an ARC licence it is recommended the unit manager collects the charge from each resident. If they do not have residents money held in the phoenix system who has a TV set that needs to be covered by such a licence, the money is collected and paid on to the phoenix system and then a block payment is withdrawn against the cheque number. The completed application form and cheque, after being signed by the unit manager, should be sent to the area office. They complete a statement of account for any other rooms within the establishment that qualify for an ARC licence. When issued the licence will be posted directly to the establishment concerned.

Please note that *anyone* aged 75 years or over is entitled to a free TV licence. A person of this longevity living at a residential establishment who has a TV set in their own bedroom would therefore not be required to pay the ARC fee. It would still be necessary to include information about that person on the ARC licence application form.

For more information go to the [TV licensing website](#).

Televisions Owned by Staff Members

Members of staff who have a television set situated at an establishment must purchase their own TV licence.

Streaming Services

Netflix and Prime subscriptions, or any streaming service that incurs a cost, will be set up and paid for locally by the home. Residents who wish to have their own subscription will be liable for the cost and any contract agreement.

Motion Picture Licensing Company (MPLC)

The corporately arranged licence ensures the legal copyright compliance for the legal use of all DVD/Blu-ray, streaming, downloads or broadcasts produced and/or distributed by MPLC-affiliated producers within all Derbyshire County Council (DCC) locations.

Performing Rights Society (PRS) Licence and Phonographic Performance Limited (PPL)

PRS and PPL used to be separate licences but came together so there is only one licence required, but there are still two elements. PPL (which represents performers and record companies) and PRS for music (which represents songwriters, composers and music publishers).

The exception is for Older People and Learning Disability Residential and Day Centres who do not require a licence for music that is played in the background or for therapy sessions. Entertainers that use music will require a licence. Public areas such as cafeterias and reception that are separate from the residential area that play music, require a licence. Fund raising events such as fairs that use pre-recorded and/or live music require a licence.

This licence is managed at Matlock on behalf of all Adult Social Care establishments which will be reviewed annually.

Copyright Licence

This corporately arranged licence for DCC provides annual blanket cover, so you don't have to seek permissions from copyright owners each time you:

- make copies from publications from the UK and 38 international territories
- copy and circulate press cuttings or fee-paid documents in digital or print form
- copy up to one article, chapter or 5% of the total - whichever is greater
- share copies with employees

Small Society Lotteries Licence

This licence must be held if you intend to sell raffle tickets ahead of the day the draw will take place. If the raffle ticket sale and draw take place on the same day a licence is not required. The application of the small society lotteries licence is made through the local borough council. There is an initial fee to join and then an annual cost to renew.

For further information please see the [Gambling Commission Guidance to licencing authorities 5th edition](#) section 34.

Author History

Approval and Authorisation History

Authored by: Jane Parke	Service Manager Development and Compliance	February 2013
Authorised by: Quality and Compliance Group		May 2016

Change History

Version 1	August 2005	Jane Parke	New guidance
Version 2	February 2013	Jane Parke	Review and update, removing out of date departmental names and job roles. Removal off current costs and insertion of weblinks
Version 3	May 2016	Rob Moore	Review
Version 4	October 2016	Toni Padley	Amendments to payments methods and licence requirements
Version 5	January 2019	Toni Padley	Inclusion of other entertainment and lottery licences
Version 6	November 2022	Quality & Compliance	Review and Update section on streaming services added.