

THE POLICY ON WATCHING TV AT THIS ADDRESS.

Name and address of business:

With lots of big live events coming up, and great programmes available on BBC iPlayer, it's set to be an exciting year of TV. This means you – our staff, contractors and visitors – may want to see the action as it happens, or catch up on iPlayer, while you're on these premises. So it's important to understand our policy on what you can watch, and how you can watch it.

1 Please choose option A or B and tick all boxes that apply to this business.

Option A – our premises are covered by a TV Licence.

- You may watch live TV or BBC programmes on iPlayer on your own devices AND on those we provide.
- You may watch live TV or BBC programmes on iPlayer on your own devices ONLY.
- You may ONLY view communal screenings arranged by management.
- You may NOT use your own devices, or those we provide, for watching live TV or BBC programmes on iPlayer anywhere on these premises.

Our TV Licence number:

Expiry date:

Option B – our premises are NOT covered by a TV Licence.

- You may NOT watch live TV or BBC programmes on iPlayer here on devices we provide.
- You may watch live TV or BBC programmes on iPlayer here on your own devices only, provided:
 - a) the device is powered by internal batteries and not plugged in, and
 - b) you have a current TV Licence at your home address.

As these premises are not covered by a TV Licence, it is a criminal offence for anyone here to watch or record live TV programmes on any channel or device, or to download or watch BBC programmes on iPlayer, without being covered by a licence. If you break the law, you risk prosecution and a fine. The maximum penalty is a £1,000* fine plus any legal costs and/or compensation you may be ordered to pay.

*The maximum fine is £2,000 in Guernsey.

2 If viewing is allowed, the following conditions apply.

- Viewing shouldn't disrupt workload, or cause distraction to others.
- Viewing should be of reasonable duration and frequency, as agreed with a manager.
- Viewing should only take place during break times/approved times.
- Viewing should always be approved by your manager.

Name:

Job title:

Signed:

Date:

TV Licensing has provided this template to help businesses set up a TV viewing policy. It's the responsibility of the business, not TV Licensing, to decide and manage this policy. To find out more about TV Licensing and the law, please visit tvlicensing.co.uk/businessinfo