Hospitality area TV Licence application form.

Please complete this application form in full using black or blue ink.[1]

Please note: If you are applying for a hospitality area TV Licence for more than one establishment, or at more than one site, please photocopy this form and complete an application for each establishment and/or site.

Firstly, please tell us about the business:

Address of hospitality area to be licensed:

_____

_____ Postcode: _____

Address for correspondence (if different):

_____

_____ Postcode: _____

Telephone number: _____ Email: _____

Website: _____

1. What is the proprietor's name, the company name (if the establishment is registered as a company) and the trading name of the establishment that provides the hospitality area?

_____

_____

2. Is your establishment located on one site or on the same premises? If not, please give details and tell us whether you have applied or are applying for a separate TV Licence for the other site(s):

_____

_____

3. Is your establishment a hotel?

_____

Now please tell us the number of entertainment units in the hospitality area:

4. How many entertainment units do you have (rooms in which entertainment is provided for paying or non-paying guests, e.g. executive boxes)?

_____

Finally, calculate your payment:

5. In how many **entertainment units** (your answer at **question 4**) is TV receiving equipment installed or used? _____

Total = £ _____

To calculate the licence fee due, please read the enclosed leaflet.

6. What is your preferred method of payment? BACS ☐ Cheque ☐

I confirm on behalf of the establishment detailed above that the information I have provided is correct. If TV receiving equipment is installed or used in any areas that are not covered by a hospitality area TV Licence, I will notify TV Licensing immediately.

Name of person completing the form		**Signature**	
Position within the establishment		**Date**	

(1) TV Licensing (including the BBC as the data controller, and its suppliers) will use your details only to operate the TV Licensing system and will not give them to anyone else unless required or permitted to do so by law. Find out more about how we keep your data safe and your data rights including rights to access and correct your data at **tvlicensing.co.uk/privacypolicy**

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