

# Applying for a free TV Licence, paid for by the BBC

## Licence Holder

## Current TV Licence Number

## Address

Please complete and return this form to TV Licensing, PO Box 578, Darlington DL98 1AN

Please provide a phone number, in case we need to contact you.



Please send us a photocopy of a document as proof that you are receiving Pension Credit. This could be a letter from the Department for Work and Pensions or The Pension Service. Or, in Northern Ireland, the Department for Communities or the Northern Ireland Pension Centre.

If you are part of a couple living at the same address, your proof of Pension Credit can be either in your name or your partner's name. You don't need to transfer the licence.

Simply put a cross (X) in both boxes below, and post the form, with photocopied proof of Pension Credit, to the address above. **Please do not send us originals.**

**Yes, I am in receipt of Pension Credit.**

**I have enclosed a photocopy of a document as proof.**

Please sign here:

## What happens next

You will receive your new TV Licence. **We will only contact you in the meantime if we have a query about your application.**

## How we look after your data

TV Licensing (including the BBC as the data controller, and its suppliers) will use the details you provide (including name, address and National Insurance number) to operate the TV Licensing system and will not give them to anyone else, unless required or permitted to do so by law. You can find out more about how we keep your data safe and your data rights, including rights to access and correct your data, by going online at [tvlicensing.co.uk/privacypolicy](https://www.tvlicensing.co.uk/privacypolicy)



## What you'll need to apply

You'll need to send us a photocopy of a document as proof you or your partner is receiving Pension Credit. This could be a letter from the Department for Work and Pensions or The Pension Service. Or, in Northern Ireland, the Department for Communities or the Northern Ireland Pension Centre.

The letter should provide details about your Pension Credit award, and should be dated within the last 12 months.

We don't need to see the amount you're receiving, just that Pension Credit is being received at your address. This means you would only need to send us the first page of the letter.

If you're unsure about what to send us, please speak to one of our advisors on freephone 0808 196 8174. Our lines are open 8.30am to 6.30pm, Monday to Friday.

If you are part of a couple living at the same address, your proof of Pension Credit can be either in your name or your partner's name. You don't need to transfer the licence.

## How to apply

- 1 Make a photocopy of the document – many local libraries and corner shops offer this service – **please do not send us originals.**
- 2 Complete the form.
- 3 Return the form, together with your photocopied documentation.

**You can only apply for a free TV Licence by post.**

## What happens next

You will receive your new TV Licence.

**We will only contact you in the meantime if we have a query about your application.**