

# THE POLICY ON WATCHING TV AT THIS ADDRESS.

Name and address of business:

12a The Flarepath elsham Road Industrial Estate Brigg

It's important that you understand our policy on watching or recording live TV on a computer, television or any other device.

## 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 here using your own devices AND those we provide.
- You may watch live TV here using your own devices ONLY.
- You may ONLY watch live TV here at communal screenings arranged by management.
- You may NOT watch live TV here using your own devices, or those we provide.

TV Licence number:

TV Licence expiry date:

### **Option B. Our premises are NOT covered by a TV Licence.**

The law states that you need to be covered by a TV Licence to watch or record television programmes as they're shown on TV – on any device including a TV set, computer, laptop, tablet, mobile phone, games console, digital box, or DVD/VHS/Blu-ray recorder. Breaking this law may lead to a maximum fine of £1,000.

- You may NOT watch live TV here using devices we provide.
- You may watch live TV here using 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 another address.

## 2 The following conditions apply if this business gives permission to watch TV.

- 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/business](http://tvlicensing.co.uk/business).