

The Legal Occupier
Room 270 Selkirk Hall
Imperial College
Princes Gardens
London
SW7 1LU



www.tvlicensing.co.uk



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Ref: 3110570576STU

Please read the following advice carefully

To the Legal Occupier,

We have tried to contact you several times between September 2008 and February 2009 about buying a TV Licence, and haven't received your response. If you watch or record TV at this address as it's being broadcast and you're not covered by a valid TV Licence, you are breaking the law. This applies whether you watch TV with a television set, laptop or any other device.

This letter, therefore, will tell you what you need to know if you find yourself being prosecuted for not being covered by a valid TV Licence.

1. You will be notified in advance of the date and location of your court hearing. Be sure to keep these details safe.
2. You aren't required to turn up to your court hearing, but you should remember that you can be found guilty and fined in your absence.
3. You are allowed to represent yourself in court. If you don't want to represent yourself, the Citizens Advice Bureau can advise you on where and how to find a solicitor.
4. It's best to turn up slightly early to a court. Most court buildings have several actual courts in them, so be sure you leave yourself time to find when and where you're going.
5. If you are fined, the magistrate* will often allow you to pay over several instalments, particularly if the fine is a large one.

If you don't watch or record TV at this address, please let us know by calling 0844 800 6707. We may send officers to confirm the situation.

You can still pay your TV Licence by visiting www.tvlicensing.co.uk/students or by calling 0844 800 6707.

Yours faithfully,

Carl Shimeild
Operations Director

P.S. Please note that, on April 1st 2009, the TV Licence will go up in price: from £139.50 to £142.50 for colour; and from £47 to £48 for black and white.

* In Scotland, Scottish criminal law will apply; a report will be sent to the Procurator Fiscal who will decide on prosecution.

Situations when you need a TV Licence

If you use a TV set, laptop/computer, DVD/video recorder, digital box, games console, or mobile phone to watch or record TV at this address as it's being broadcast and you're not covered by a TV Licence, you are breaking the law.

The TV licensing law applies to all students whether you live in halls of residence or a private shared house.

Halls of residence:

You need your own TV Licence to watch or record TV in your room. Your hall's TV Licence will only cover TVs in communal areas.

Shared house:

You need a TV Licence to cover any communal TVs. You may also need one if you watch or record TV in your own room (please call 0844 800 6707 to check). Whether or not you own the TV, if you're the one caught using TV without a licence, you're the one who risks prosecution and a fine of up to £1,000.

Situations when you don't need a TV Licence

In very rare situations, your parents' TV Licence may cover you to watch TV at college or university. This will only apply if ALL THREE of these conditions are true:

1. Your out-of-term address is your parents' home, and
2. Your parents have a valid TV Licence for their home, and
3. You only watch TV on a device that's powered by its own internal batteries and is not connected to an aerial or plugged in to the mains.

You don't need a TV Licence if:

- You only use 'on demand' services such as TV downloads and on demand streaming, or
- You use your computer or mobile phone to watch only video or TV clips on websites such as YouTube and Bebo.

This is because they are being viewed after they have been broadcast.

Ways to pay for a TV Licence

A TV Licence costs £139.50 for colour and £47 for black and white.

- The easiest way to pay is online at www.tvlicensing.co.uk/students
- You can also call **0844 800 6707**
- You can go to any **PayPoint** outlet
- You can pay by **cheque** in the post made payable to 'TV Licensing' for the full amount. Please write your name, address, postcode and reference number on the back and send it to TV Licensing, Bristol BS98 1TL. Please do not send cash payments.

Ways to spread the cost

- You can set up a monthly or quarterly** (or yearly) Direct Debit
- You can join our cash payment plan, which lets you pay in weekly or fortnightly instalments

** Quarterly Direct Debit carries a surcharge of £1.25 per quarter.