
Television Licensable Content Service (TLCS) licence

Application form to vary an existing TLCS licence

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1. Overview

The purpose of this form

- 1.1 You should complete this form if you are applying to vary an existing Television Licensable Content Service (TLCS) licence by, for example, changing the content of the service.
- 1.2 If you are changing **only** the service name, you can complete the [service name change form](#) instead.
- 1.3 You can find further information about how to determine if a service requires a TLCS licence in Section 2 of the [guidance notes for licence applicants](#).

How to complete the form

- 1.4 Please download this form and fill it in on a computer. If completing by hand, please use block capitals and black ink.
- 1.5 Please answer all the questions as fully as possible using extra sheets if required. Sufficient information must be supplied about the licensee and the service to enable Ofcom to consider the application. Ofcom may need to request further details from you before the licence can be varied.
- 1.6 **Ofcom will reject applications made using an old version of the form.**
- 1.7 Ofcom will accept handwritten application forms but they must be filled in using block capitals and black ink.
- 1.8 **Ofcom will reject application forms that are illegible.**
- 1.9 You must answer all questions in the application form and respond “N/A” to any questions that do not apply to the applicant.
- 1.10 **Ofcom will reject applications which do not meet the following criteria:**
- 1.11 The declaration in section 3 of this form must be signed and dated.
- 1.12 The person who signs and makes the declaration on behalf of the licensee must be:
 - A director of the company or the company secretary where the licensee is a company.
 - A designated member where the licensee is a Limited Liability Partnership.
 - A partner, where the licensee is a partnership.
 - A member of the organisation’s governing body where the licensee is an unincorporated body or association.
 - The individual who is the licensee where the licensee is an individual.
- 1.13 If you are completing the form as an agent, i.e. you are acting on the licensee’s behalf, please note that you cannot sign it on your client’s behalf, and that the person signing the

form needs to have personally checked the truth and completeness of the responses given. If your client wishes you to be Ofcom's main contact in relation to the application, please make this clear in an accompanying letter, and provide evidence of your authority to act on behalf of the licensee. The form should be filled in so as to include information about the licensee, not the agent. If Ofcom has further questions once the application has been submitted, we will direct these to the licensee, not to the agent, but we will accept responses from the agent.

How to submit the form

- 1.14 We prefer application forms and required supporting documents to be submitted by email to broadcast.licensing@ofcom.org.uk. Handwritten applications and required supporting documents should be scanned and attached to the email.
- 1.15 You should receive an auto-response from broadcast.licensing@ofcom.org.uk confirming that your application has been received by Ofcom. If you do not receive a response, it is likely your application has not been received and you should leave a voicemail for the Broadcast Licensing team on 020 7981 3002 who will look into this and contact you.
- 1.16 If the applicant cannot submit the application form and/or the supporting documentation by email, you may send by post to:

Ofcom
Broadcast Licensing
Riverside House
2a Southwark Bridge Road
London
SE1 9HA

Application fee

- 1.17 No application fee is payable.

Provision of information

- 1.18 Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the licensee are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.
- 1.19 It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

Publication of information about applications and licensed services

- 1.20 When a licence is varied, the name of the service and a brief description of the licensed service will be updated on the Ofcom website. These are the details supplied by the licensee in the application form. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).
- 1.21 Ofcom considers issued TLCS licences to be public documents and copies of licences will be made available to third parties on request.
- 1.22 Ofcom publishes a [monthly update](#) which lists new services licensed, licences revoked, licence transfers, and changes to the name or nature of the licensed service during the past month.

Data protection

- 1.23 We require the information requested in this form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see [Ofcom's General Privacy Statement](#) for further information about how Ofcom handles your personal information and your corresponding rights.

Keeping up to date with broadcasting matters

- 1.24 We strongly recommend that the appropriate person at the licensee signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.
- 1.25 To sign up to receive these communications, you can visit [the subscription page of our website](#) and select 'Broadcasting.'

2. The proposed service

About this section

The information you provide in this section will be used to form the basis of an annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence. It is therefore important that you provide complete and detailed responses to the questions in this section.

Applicants should note that psychic and/or 'adult' content including 'adult chat' and 'adult sex chat' (even if only in teleshopping windows) is not permitted unless it is specifically authorised by the licence (see [Guidance notes for licence applicants](#) for further details). Therefore, if you are intending to broadcast this type of content, you must make this clear in your application so that, if Ofcom consents to the variation, it can be reflected in the annex of the licence.

If the proposed service will be simulcast in more than one territory and there will be no differences in the service between those territories other than language dubbing, you will not normally be required to have an additional licence. If there will be differences, such as order of schedule, or local advertising, you will normally require a separate licence. Please refer to our [Guidance note on services broadcast into multiple territories](#).

However, if the proposed service will be receivable in territories in which the ECTT does not apply, applicants will need to contact the local broadcasting regulatory authority to find out if a separate licence, or notification is needed in that territory.

2.1 Name of licensee:

2.2 Licence number:

2.3 Existing service name:

2.4 Proposed new service name (please enter 'N/A' if the service name is not changing):

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2.5 Please state the service name(s) and service provider(s) of any regulated electronic programme guide(s) licensed in the UK on which it is intended that the service will appear or be listed. A list of regulated EPGs is available on [Ofcom's website](#).

2.6 Is the proposed service an Electronic Programme Guide¹ ('EPG')?

Yes / No (please delete as appropriate).

2.7 When is the projected date of first transmission?

2.8 Who is the target audience of your proposed service?

2.9 In which countries will the proposed service be received?

2.10 What language(s) does the applicant intend to broadcast in?

2.11 Will the service be free-to-air, subscription-based or pay-per-view?

2.12 What will be the hours of transmission (e.g. hours per day/week or, in the case of one-off events, the date and time of transmission)?

¹ Details of applications proposing to offer an EPG will be made available to the Department for Culture, Media and Sport.

- 2.13 If the proposed service is identical to an existing service licensed as a Digital Television Programme Service (DTPS) or Digital Television Additional Service (DTAS), please provide the DTPS/DTAS licence number.

Nature of the service

- 2.14 Licensees should provide a brief description of the content which will comprise the TLCS proposed new service. This description will be included in an annex to the licence to summarise the nature of the service. If you are intending to provide or promote psychic or 'adult' (including 'adult chat' and 'adult sex chat') and/or gambling content, you must state so here.

- 2.15 What type of service do you intend to provide (choose **one**)? See the [Guidance notes for licence applicants](#) for further details about types of service.

Please note, if you are intending to provide solely adult chat, adult sex chat, psychic and/or gambling (odds based) programming (i.e. with no conventional programming elements) you should select 'teleshopping'.

If you are intending to provide adult chat, adult sex chat, psychic and/or gambling (odds based) content alongside other conventional programme elements (i.e. in 'windows' within an otherwise editorial service) you should select 'editorial'.

See the [Guidance notes for licence applicants](#) for further details about how these content genres are regulated. These types of content are only authorised if detailed in the Annex to the licence.

Type of service	Please tick one
Editorial	<input type="checkbox"/>
Self-promotional	<input type="checkbox"/>
Teleshopping	<input type="checkbox"/>

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2.16 If the answer to 2.15 is 'editorial', please indicate which genres will be included in your service. If your answer to question 2.15 is 'teleshopping' or 'self-promotional' please proceed to question 2.17.

Type of service	Please tick all that apply
Adult	<input type="checkbox"/>
Children's/Youth	<input type="checkbox"/>
Electronic Programme Guide (EPG)	<input type="checkbox"/>
Gaming (i.e. skills-based games – not gambling)	<input type="checkbox"/>
General entertainment	<input type="checkbox"/>
Music	<input type="checkbox"/>
News	<input type="checkbox"/>
Religious	<input type="checkbox"/>
Sport	<input type="checkbox"/>
Teleshopping windows or spots	<input type="checkbox"/>
User generated content	<input type="checkbox"/>

2.17 If your answer to question 2.15 is 'teleshopping', please indicate whether you intend to include adult chat, adult sex chat, psychic or gambling (odds based) content as part of your proposed service.

Type of service	Please tick all that apply
Adult chat content	<input type="checkbox"/>
Adult sex chat content	<input type="checkbox"/>
Psychic content	<input type="checkbox"/>
Gambling (odds based) content	<input type="checkbox"/>

2.18 Please describe in detail any interactive elements e.g. premium rate telephony services which the applicant intends to use as part of the service (e.g. the technology used, the purpose of the interactive element, and any charges to viewers for interacting).

2.19 If you have indicated that there will be interactive elements as part of the service which charges the viewer for interacting, please indicate whether, and if so, how these will be used to finance the channel.

2.20 Do you intend to incorporate any gambling in your service?

Yes / No (delete as appropriate)

Note: you will need to submit with your application a copy of your licence from the appropriate authority

Advertising and sponsorship

2.21 Do you intend to transmit advertising (including teleshopping)

Yes / No (delete as appropriate)

If no, please go straight to question 2.25.

2.22 What form will the advertising or teleshopping take (spot advertising, teleshopping windows)?

2.23 What amount of spot advertising do you intend to transmit? Please provide an **average number of hours per day**.

2.24 Do you plan to broadcast sponsored programmes (not applicable to teleshopping services)?

Yes / No (delete as appropriate)

Video-on-demand services

2.25 Please indicate below whether the licensee provides, or intends to provide, any video on demand services.

a) Yes, I currently provide a video on demand service/s.

b) Yes, I intend to provide a video on demand service/s in the future.

If so, please indicate on which date/s you plan to launch the service/s:

i) No, I do not currently provide, or intend to provide, a video on demand service/s

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2.26 If you have answered a) to question 2.25, and the criteria which sets out what a video on demand service is are met, you may be required to notify Ofcom². Please tick the statement below that applies to you:

a) I have already notified the service/s to Ofcom (or ATVOD³ prior to 1 January 2016).

If so, please provide the name/s of the service/s you notified:

b) I plan to notify the service/s along with, or shortly after this application⁴; or

c) I do not plan to notify the service/s.

If you have ticked c), please indicate why:

² The criteria are set out in section 368A(1) of the Communications Act 2003. Applicants must notify Ofcom if the criteria are met in accordance with section 368BA. Ofcom has also produced [Guidance notes on who needs to notify an on demand programme service to Ofcom](#).

³ The Authority for Television on Demand (ATVOD) regulated editorial on demand services until 31 December 2015.

⁴ [Ofcom's notification form for on demand service providers](#) is available on our website.

3. Declaration

About this section

This form must be submitted by the licensee. **An agent may not sign the form.**

The person authorised to make the declaration on behalf of the licensee must print their name and must be one of the following:

- A director of the company or the company secretary where the licensee is a company.
- A designated member where the licensee is a Limited Liability Partnership.
- A partner, where the licensee is a partnership.
- A member of the organisation's governing body where the licensee is an unincorporated body or association.
- The individual who is the licensee where the licensee is an individual.

The declaration must also be dated

3.1 I hereby apply to the Office of Communications (Ofcom) to vary the Television Licensable Content Service described above and declare that the information given in this application form and the documents, statements and particulars submitted with it are, to the best of my knowledge and belief, correct.

3.2 I understand that Ofcom reserves the right to revoke the licence(s) if at any time any material statement made to Ofcom is found to be false and to have been by the licensee or any member or officer thereof knowing it to be false. I also understand that under section 144 of the Broadcasting Act 1996 the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence.

Full name (BLOCK CAPITALS) of the applicant or person authorised to make the application of behalf of the applicant:

Date of application:

If the applicant is NOT an individual, please complete one of the following sections:

If the applicant is a BODY CORPORATE (including an LLP):

I am authorised to make this application on behalf of the applicant in my capacity as (delete as appropriate):

Company secretary / company director / designated member (in the case of a Limited Liability Partnership)

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OR

If the applicant is a PARTNERSHIP (not an LLP):

I am authorised to make this application on behalf of the applicant in my capacity as
(please tick to confirm):

A partner

OR

If the applicant is an UNINCORPORATED BODY:

I am authorised to make this application on behalf of the applicant in my capacity as
(please tick to confirm):

A member of the organisation's governing body

Please send completed application forms to broadcast.licensing@ofcom.org.uk