

Your IN0100A4

Dear Legal Occupier,

An **IN0100A4** code has been issued against your address. We use it to target unlicensed homes like yours that require a visit from TV Licensing Enforcement Officers.

This letter is a formal notification that your details have now been passed to our Sheffield Enforcement Team and you could be visited at any time; day or evening, weekdays or weekends.

We need to check you are not breaking the law.

It is a criminal offence to watch or record live TV programmes on any channel or device, or download or watch BBC programmes on iPlayer, without being covered by a TV Licence.

You could face prosecution* and financial penalties.

If Enforcement Officers find evidence of illegal TV viewing:

- You could be interviewed under caution in accordance with national criminal law, which could lead to prosecution.
- The maximum penalty is a criminal conviction, a £1,000 fine, plus any legal costs and/or compensation you may be ordered to pay.

To stop this visit from the Sheffield Enforcement Team:

- Buy a TV Licence at tvlicensing.co.uk/pay or call 0300 790 6015 – payments start from **£6.00** a week. See reverse for more details about your payment options.
- Or, move an existing licence to your current address at tvlicensing.co.uk/moving
- Or, tell us you don't need one at tvlicensing.co.uk/noTV

To stop this enforcement visit to your home – and change the status of your **IN0100A4** code – **you need to ACT NOW.**

Yours faithfully,

Enforcement Manager, Sheffield

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

Please do not write below this line.

Ref:

August 2016

Trans aston 15

OFFICIAL WARNING

Dear Sir/Madam,

There is no record of a TV Licence at your address.

If you are watching or recording live TV on any device without a licence, you can face a maximum fine of £1,000 – plus any legal costs and/or compensation you may be ordered to pay.

So, this is an official warning that you can expect an Enforcement Visit.

Officers visited 10,743 homes a day last year*.

That's one visit every 5 seconds. You won't know when your Enforcement Visit will take place. If no one answers, our Officers can come back. Day. Evening. Even the weekend.

Act now to stop this Enforcement Visit.

- Buy a TV Licence immediately at tvlicensing.co.uk/pay
- Or, move an existing licence to your current address at tvlicensing.co.uk/moving
- Or, tell us you don't need one at tvlicensing.co.uk/noTV

For help with any of the above, call 0300 790 6077 or turn over for more information.

Regards,

Enforcement Manager, Canterbury

19/Aug 16

— 1 MAR 17

for occupation
date.

* Based on average annual visits (published in the TV Licensing Annual Review 2014/15) and available working hours in a week.

I visited today to help you start watching TV legally.

tvlicensing.co.uk



0300 790 6054

TV Licensing,
Darlington DL98 1TL**A colour
TV Licence costs****£145.50**

Our records show that your address isn't covered by a TV Licence. I visited today to help you make sure your address is licensed, so you can avoid the penalties of breaking the law.

The risks of being unlicensed.

You must be covered by a licence to watch or record programmes as they're being shown on TV – on a TV set, computer, tablet, mobile phone or any other device. If an Officer finds evidence that you're watching or recording TV illegally during our investigation, this is what could happen next:

- **Caution** – you may be cautioned, interviewed and reported for the offence.
- **Court** – you may be summoned to appear at your local court where you may be prosecuted*.
- **Fine** – you may then be ordered to pay a fine of up to £1,000, plus legal costs.
- **Licence** – you will still have to buy a TV Licence.

How you can avoid the penalties.

If you need a licence for this address, you can stop this investigation by buying a licence straight away, or by moving your existing licence from an old address. You should either:

- visit **tvlicensing.co.uk** with your bank details to hand, or
- call **0300 790 6054**.

If you, or someone you live with, are **aged 75 or over**, you could be entitled to a free over 75 TV Licence. To apply, call 0300 790 6054 with the date of birth and National Insurance number of the person you're applying for to hand.

If you don't need a licence, we'd like to stop writing to you. Please let us know immediately at **tvlicensing.co.uk/noTV** or by calling **0300 790 6054**. We may confirm this with a visit.

TV Licensing Visiting Officer

*In Scotland, the Procurator Fiscal will decide whether or not to prosecute.

**Would it be easier to spread the cost?**

With Direct Debit you can spread the cost of your licence, paying for it in smaller amounts. You can choose to pay:

- **Monthly*** – you'll pay for your first licence within six months. From then on, you'll spread the cost in 12 monthly payments – six before your licence is due and six after.
- **Quarterly** – you'll pay in four equal instalments, once every three months. As most of your licence is paid for after it's issued, there's a quarterly charge of £1.25.
- **Yearly** – you can also pay for your licence all in one go. You'll simply make a single payment every year when your licence is issued.

To set up a Direct Debit, visit **tvlicensing.co.uk/dd** or call 0300 790 6054.

*Colour licences only.

If you have sight problems, you can get this information by email or in Braille, large print or audio by calling 0300 790 6076.

If you're deaf, hard of hearing or speech impaired, you can use our textphone

The Legal Occupier

 **TV LICENSING**

tvlicensing.co.uk

Ref: [redacted]

March 2017

Investigating [redacted]. Enforcement Officers visit homes in your area.

As there is no record of a TV Licence at your address, we have authorised an Enforcement Visit.

It is a criminal offence to watch or record live TV programmes on any channel or device, or download or watch BBC programmes on iPlayer, without being covered by a TV Licence. This could result in prosecution[†] and a fine of up to £1,000 – plus any legal costs and/or compensation you may be ordered to pay.

We visited 10,101 homes a day last year*.

Enforcement Officers were in all parts of the country, including WR8 OBL. They knock on a door every 5 seconds, week days, in the evenings and weekends.

How to stop a visit in [redacted]:

- Buy a TV Licence at **tvlicensing.co.uk/pay** with payments starting from **£5.60** a week
- Or, move an existing licence to your current address at **tvlicensing.co.uk/moving**
- Or, tell us you don't need one at **tvlicensing.co.uk/noTV**

For help with any of the above, please call 0300 790 6077 or turn over for more information.

If you do not do any of the above, you can expect a visit soon.

Yours faithfully,

[redacted]
Enforcement Manager, Worcester



13 MAR 2017

[†] In Scotland, Scottish criminal law applies. A report will be sent to the Procurator Fiscal who will decide on prosecution.

* Based on average annual visits (published in TV Licensing Annual Reviews 2014 to 2016) and available working hours in a week.

Cardiff
Enforcement Division

January 2020

Ref:

Official notice: investigation opened.

To the Legal Occupier,

This is an official warning that we are carrying out an investigation of your address. We have asked you to contact us several times, but you have not responded. There is still no record of a TV Licence at this property.

The law

It is a criminal offence to watch or record live TV programmes on any channel, or to download or watch BBC programmes on iPlayer unless you have a TV Licence. It doesn't matter what equipment you use – whether a TV set, desktop computer, laptop, tablet, mobile phone, games console, digital box or DVD/VHS recorder.

How you can stop this investigation

- Buy a licence at **tvlicensing.co.uk/pay** or by calling 0300 790 6097. You can choose the payment method that suits you best.
- If you've recently moved, please move your old TV Licence to your new address at **tvlicensing.co.uk/moving** or by calling 0300 790 6097 with your TV Licence number to hand.
- Let us know that you don't use TV receiving equipment at this address at **tvlicensing.co.uk/noTV** or by calling 0300 790 6097. We may confirm this with a quick visit.

If we don't hear from you, our Enforcement Division will schedule a visit. Should the investigation find that you're watching, recording or downloading TV illegally, you could be prosecuted*. The maximum penalty is a £1,000 fine plus any legal costs and/or compensation you may be ordered to pay.

Yours faithfully,

Enforcement Manager, Cardiff

PS If you have recently bought a licence, thank you. You do not need to reply to this letter.

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



Status: Under investigation
July 2019

Ref:

OFFICIAL NOTICE

PLEASE READ CAREFULLY

You are in breach of the **Communications Act 2003** if you:

- watch or record live TV programmes on any channel or device, or
- download or watch BBC programmes on IPlayer,

at

without being covered by a TV Licence.

As we still have no record of a TV Licence at this address, by law we have no option but to continue with our investigation. You should now expect a visit from Cardiff Enforcement Officers.

If Enforcement Officers find evidence of illegal TV viewing:

- You could be interviewed under caution in accordance with national criminal law, which could lead to prosecution†.
- The maximum penalty is a criminal conviction, a £1,000 fine plus any legal costs and/or compensation you may be ordered to pay.

To stop a visit to

- Buy a TV Licence at tvlicensing.co.uk/pay
- Tell us you don't need one at tvlicensing.co.uk/noTV

Please get in touch now to stop this investigation. We can help you check if you need a TV Licence and choose the best way to spread the cost if you need one. If you don't need a licence we will, of course, stop our investigation.

See overleaf to find out more about how to stop our visit. Then go to tvlicensing.co.uk or call us on **0300 790 6097**.

Yours faithfully,

Enforcement Manager, Cardiff

† In Scotland, Scottish criminal law applies. A report will be sent to the Procurator Fiscal who will decide on prosecution.

4000002
The Legal Occupier



Your status
Visit temporarily on hold

November 2019

Ref:

November/December 2019				
25 th	26 th	27 th	28 th	29 th
30 th	1 st	2 nd	3 rd	4 th

We're giving you 10 days to get correctly licensed.

Dear Sir/Madam,

There is no record of a TV Licence at this address. This means you are breaking the law if you are watching or recording live TV programmes on any channel, or downloading or watching BBC programmes on iPlayer, on any device.

We will not visit you for 10 days, but you must get correctly licensed.

We know how difficult it is to pay bills at the moment. That's why we're giving you until **4th December** to get correctly licensed. Our investigation of your address has been put on hold, and we **will not** send an Enforcement Officer to your address during this time.

Call us on 0300 790 6156* by 4th December.

One of our specialist advisers will help you check if you need a TV Licence. If you do, they'll help find the best way for you to spread the cost. For example, our **payment card** lets you pay from £6.00 a week at any PayPoint. You can also pay by Direct Debit, or apply for a free licence if you're 75 or over.

If you think you don't need a licence, you should tell us in the next 10 days so we can update our records.

What happens if you decide to do nothing.

If you don't contact us by **4th December**, we will then **start a full investigation** of your address. Please turn over for more information.

Yours faithfully,

Enforcement Manager, Cardiff

Remember - you have until 4th December to get correctly licensed.



To buy a TV Licence or tell us you don't need one, call us immediately on **0300 790 6156**.

If we don't hear from you by this date, we will start a full investigation of your address.

October 2019

Dear Sir/Madam,

As you have not responded to our letters yet, you have left us no alternative but to proceed with the final stages of our investigation.

An Officer has been scheduled to visit to find out if TV is being watched, recorded or downloaded illegally. The Officer may visit your property any day of the week, morning or evening.

The information below explains the procedure. You may refer to it during a visit from the Officer.

Yours faithfully,

Enforcement Manager, Cardiff



Ref:

What you need to know about the enforcement process*.

- We can apply to court for a search warrant to gain access to your property.
- An Officer may interview you under caution in accordance with national criminal law.
- Anything you say to the Officer may be used as evidence in court.
- You risk a fine of up to £1,000 plus any legal costs and/or compensation you may be ordered to pay.
- If your property needs a TV Licence, you will still need to buy one.

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

Visit undertaken by
Cardiff
Enforcement Division.

Please ask for
identification.

A reminder of the law.

It is illegal to watch or record live TV programmes on any channel, or to download or watch BBC programmes on iPlayer, without a TV Licence – no matter what device you use. You can still do one of the following:

- Buy a TV Licence at tvlicensing.co.uk/pay or on 0300 790 6097. A colour licence costs £154.50.
- Let us know you don't need one at tvlicensing.co.uk/noTV or on 0300 790 6097. We may visit to confirm this.

**ISSUED
21 AUG 2019**

Ref:

You know. We know.

There's no TV Licence at this address. We know this because our database holds information for all 32 million UK addresses.

So you can expect a visit from our Enforcement Officers.

You need to know this, too.

It is an offence to watch or record live TV programmes on any channel, or download or watch BBC programmes on iPlayer, without being covered by a licence. It could result in a fine of up to £1,000 plus any legal costs and/or compensation you may be ordered to pay.

This applies to any device you use, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder.

To stop this Enforcement Visit:

- Buy a TV Licence at **tvlicensing.co.uk/pay** with payments starting from **£6.00** a week.
- Or, move an existing licence to your current address at **tvlicensing.co.uk/moving**
- Or, tell us you don't need one at **tvlicensing.co.uk/noTV**

For help with any of the above, please call 0300 790 6097 or turn over for more information.

Ignore this letter and an Officer may visit soon.

Yours faithfully,

Enforcement Manager, Cardiff

435430

The Legal Occupier

Your status
Visit scheduled

December 2019

Ref:

Your address has been scheduled for a visit by an Enforcement Officer.

Dear Sir/Madam,

You did not respond to our last letter within the 10 days we gave you. This means we have had no option but to start an investigation of your address.

What happens now.

We have scheduled a visit by an Officer from the Cardiff Enforcement Division.

The Enforcement Officer will explain why they are visiting and will be polite and fair. If they find evidence that you are watching or recording live TV programmes on any channel or device, or downloading or watching BBC programmes on iPlayer, without being covered by a licence, they will interview you under caution and this could be used as evidence in court[†].

If you are prosecuted, you could be fined up to £1,000 plus legal costs and/or any compensation you may be ordered to pay.

You still have a chance to avoid this visit.

Call our specialist team immediately on **0300 790 6156***. They have the authority to stop this enforcement visit. They also have lots of experience helping people in similar situations decide if they need a TV Licence and find the best way to spread the cost. For example, you could pay from £6.00 a week with a **payment card**.

Remember – you must call us now if you want to stop the investigation.

Yours faithfully,

Enforcement Manager, Cardiff

What you need to know about the enforcement process[†].

- We can apply to court for a search warrant to gain access to your property.
- An Officer can interview you under caution in accordance with national criminal law.
- Anything you say to the Officer may be used as evidence in court.
- You risk a fine of up to £1,000, plus any legal costs and/or compensation you may be ordered to pay.
- If your property needs a TV Licence, you will still need to buy one.

[†]In Scotland, Scottish criminal law applies. A report will be sent to the Procurator Fiscal who will decide on prosecution.

Your status: **Unlicensed**
February 2020
Ref: _____

Your IN0100A3

Dear Legal Occupier,

An **IN0100A3** code has been issued against your address. We use it to target unlicensed homes like yours that require a visit from TV Licensing Enforcement Officers.

This letter is a formal notification that your details have now been passed to our Cardiff Enforcement Team and you could be visited at any time; day or evening, weekdays or weekends.

We need to check you are not breaking the law.

It is a criminal offence to watch or record live TV programmes on any channel or device, or download or watch BBC programmes on iPlayer, without being covered by a TV Licence.

You could face prosecution* and financial penalties.

If Enforcement Officers find evidence of illegal TV viewing:

- You could be interviewed under caution in accordance with national criminal law, which could lead to prosecution.
- The maximum penalty is a criminal conviction, a £1,000 fine, plus any legal costs and/or compensation you may be ordered to pay.

To stop this visit from the Cardiff Enforcement Team:

- Buy a TV Licence at tvlicensing.co.uk/pay or call 0300 790 6015 – payments start from **£6.00** a week. See reverse for more details about your payment options.
- Or, move an existing licence to your current address at tvlicensing.co.uk/moving
- Or, tell us you don't need one at tvlicensing.co.uk/noTV

To stop this enforcement visit to your home – and change the status of your **IN0100A3** code – **you need to ACT NOW.**

Yours faithfully,

Enforcement Manager, Cardiff

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