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## **Service name change**

Application form to change the name of an existing Television Licensable Content Service (TLCS), Digital Television Programme Service (DTPS) or Digital Television Additional Service (DTAS) licence

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# 1. Overview

## The purpose of this form

1.1 You should complete this form if you are applying to change the service name of an existing Television Licensable Content Service (TLCS), Digital Television Programme Service (DTPS) or Digital Television Additional Service (DTAS) licence.

1.2 This form should **not** be used if the proposed change would also involve a change to:

- the target audience of the service;
- where the service will be received;
- the language of the broadcast;
- the type of service (i.e. whether editorial, self-promotional or teleshopping);
- the genres included in the service;

or any other changes that would involve the service description or any other information in the Annex of the current licence being varied.

Instead, licensees should complete the [TLCS variation form](#) and/or [DTPS/DTAS variation form](#).

1.3 Licensees can use this form to request multiple service name changes, expanding the boxes as needed.

## 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 Ofcom will reject applications made using an old version of the form.**

1.6 Ofcom will accept handwritten application forms but they must be filled in using block capitals and black ink.

**1.7 Ofcom will reject application forms that are illegible.**

1.8 You must answer all questions in the application form and respond “N/A” to any questions that do not apply to the applicant.

**1.9 Ofcom will reject applications which do not meet the following criteria:**

- The declaration in Section 3 of this form must be signed and dated.
- The person who signs and makes the declaration on behalf of the applicant must be:
  - i) A director of the company or the company secretary where the applicant is a company.
  - ii) A designated member where the applicant is a Limited Liability Partnership.
  - iii) A partner, where the applicant is a partnership.

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iv) A member of the organisation's governing body where the applicant is an unincorporated body or association.

v) The individual who will be the licensee where the applicant is an individual.

1.10 If you are completing the form as an agent, i.e. you are acting on the applicant'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 applicant. The form should be filled in so as to include information about the applicant, not the agent. If Ofcom has further questions once the application has been submitted, we will direct these to the applicant, not to the agent, but we will accept responses from the agent.

## How to submit the form

1.11 We prefer application forms and required supporting documents to be submitted by email to [broadcast.licensing@ofcom.org.uk](mailto:broadcast.licensing@ofcom.org.uk). Handwritten applications and required supporting documents should be scanned and attached to the email.

1.1 You should receive an auto-response from [broadcast.licensing@ofcom.org.uk](mailto: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.

1.12 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

1.13 No application fee is payable.

## Provision of information

1.14 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 licensee are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.

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- 1.15 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

- 1.16 When a licence is varied, the name of the service and public contact details for the licensee are published 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](mailto:broadcast.licensing@ofcom.org.uk)).
- 1.17 Ofcom considers issued TLCS, DTPS and DTAS licences to be public documents and copies of licences will be made available to third parties on request.
- 1.18 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

- 1.19 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

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

## 2. The proposed change

### About this section

The information you provide in this section will be used to vary the name of the licensed service(s).

It is the responsibility of the licensee to ensure that the name can be used.

The variation of a licence does not constitute a right to use a particular name.

Ofcom considers the proposed name of a service to the extent that it may be relevant to the licensing criteria. This could concern, for example, matters relating to the Ofcom Broadcasting Code, such as the use of explicit language that viewers may find offensive.

2.1 Name of licensee:

2.2 Licence number:

2.3 Existing service name:

2.4 Proposed new service name:

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

The declaration must also be dated.

3.1 I hereby apply to the Office of Communications (Ofcom) vary the Television Licensable Content Service/Digital Television Programme Service/Digital Television Additional Service described above and declare that the information given in this application form and any 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 made by the applicant 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 licensee:**

**Date of application:**

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**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)

**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](mailto:broadcast.licensing@ofcom.org.uk)**