

## Facilities Management from A to Z



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# Licensing

There are many legal licenses that a facility manager may need to acquire from the relevant authorities depending on how their building is used. These range from TV licenses to permission to sell alcohol. Each requires a formal application and payment of a set fee, and penalties or fines will be incurred for a failure to obtain them.

A television license is required if staff, customers or visitors watch live TV on the premises including watching programmes being streamed online at the same time as they are being broadcast on conventional TV. If the organisation has just one facility then a single Licence will cover all TVs used at the site. If the business has multiple premises, then a Company Group TV Licence can be obtained to cover all the TVs used across the estate.

Any business with a TV license is likely to also require a PRS (Performing Rights Society) License and a PPL (Phonographic Performance Ltd) license as well. These licenses are required in the UK by anyone who plays recorded music “in public” which includes the workplace. This includes music that may be broadcast on the TV or radio as well as on CD’s, IPods etc. PPL and PRS collect royalties for the music industry. PPL do this on behalf of record companies and performers while PRS act for the authors, songwriters, composers and publishers.

A premises license may be required if alcohol is to be sold on site or if live music or dancing is to be performed. The Licensing Act 2003 regulates all aspects of the sale and supply of alcohol, and the provision of regulated entertainment, along with the provision of late night refreshment. An organisation applying for a premises licence for the sale of alcohol will need to have one individual named on the premises licence as the designated premises supervisor. In order to be the designated premises supervisor they must hold a valid personal licence.

Temporary Event Notices (TENs) can be used to allow licensable activities to be carried out on a one-off or occasional basis. They are the most appropriate type of authorisation for small-scale, one-off events, such as company social and charity fundraising events, at which it is intended to sell or supply alcohol, provide regulated entertainment, or sell hot food and drink between 11 pm and 5 am.

*Information about the Licensing Act 2003 can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk) For details of music copyright licenses see [www.prsformusic.com](http://www.prsformusic.com) and [www.ppluk.com](http://www.ppluk.com)*