

## What can you help with?

Dispute Resolution Ombudsman look into disputes between the BBC's TV Licensing service and their customers. The Ombudsman can assist if your complaint has progressed through the BBC TV Licensing complaints procedure and you have reached a point of deadlock.

The Ombudsman's jurisdiction extends to:

- Complaints about written and verbal communications from BBC TV Licensing
- General customer service matters

The following areas fall outside of The Ombudsman's jurisdiction:

- Matters of policy, such as the cost of a licence
- Complaints about programming
- Decisions made by the BBC TV Licensing to prosecute

## How can I complain?

You can raise your case online via our website or if you'd prefer, you can download an application form which can be posted or emailed back to us. If you'd prefer to talk to one of our team first, or enquire about alternative methods of raising your dispute you can call us on 0333 241 3209. Please note that we will not be able to provide you with legal advice during this call.

## When can I complain?

It's important that you first give BBC TV Licensing a chance to address your complaint, and you must exhaust their complaints process before contacting the Ombudsman.

You can contact us if:

- BBC TV Licensing has finished considering your complaint (they will normally inform you of this) and you are still dissatisfied.

OR

- BBC TV Licensing has not dealt with your complaint to your satisfaction within 12 weeks of you first registering it with them.

## How will you look into my dispute?

To review your dispute we will;



Ask for your side of the story - you will be required to support your case with evidence;



Ask BBC TV Licensing to provide their response and their evidence;



Find out what's happened and assess the evidence; and



Start the conciliation process between you and BBC TV Licensing.

Where an agreement cannot be reached or where the Ombudsman has conflicting evidence and is unable to make a decision, a case may move to adjudication. All of our decisions and adjudications are binding upon BBC TV Licensing.

Each case is decided based on the evidence available, considering the relevant legal position, and what appears to be fair and reasonable in the circumstances. Whilst BBC TV Licensing is bound by our decision, you as the consumer are not. You remain free to withdraw from the process at any time, and you may pursue your dispute elsewhere.

## How long will it take?

The time we need to look at each case will depend on the complexity. Based on our experience, cases can take up to 3 months.

## If you rule in my favour, what is the likely outcome?

As an Ombudsman, we have more flexibility than the courts to identify creative remedies to resolve a situation. These remedies may include full or partial refunds or financial compensation. Other remedies may be an explanation, an apology or a gesture of goodwill where appropriate.

## What if I don't agree with your decision?

Our decisions are not binding on you as the consumer and you do not have to accept it if you don't want to.

If you agree with our decision and accept it, this would be in full and final settlement of the dispute you have raised with us.

## About us

We are an independent, not for profit Ombudsman scheme. We provide alternative dispute resolution (ADR), helping businesses and their customers resolve disputes without the need of the courts.

Set up by the Office of Fair Trading in 1992, we are overseen by an independent Standards Board. Our pool of members extend to many thousands of retail outlets, service businesses and online traders.

Members of the Ombudsman pledge to abide by a Code of Practice giving their customers clarity and telling th

## Contact us

Dispute Resolution Ombudsman  
Premier House  
1-5 Argyle Way  
Stevenage  
Herts SG1 2AD

**0333 241 3209**

[info@disputeresolutionombudsman.org](mailto:info@disputeresolutionombudsman.org)  
[www.disputeresolutionombudsman.org](http://www.disputeresolutionombudsman.org)

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**Dispute Resolution**  
Ombudsman

# Quick Start Guide

Inspiring consumer confidence  
SINCE 1992

## BBC TV Licensing

[www.disputeresolutionombudsman.org](http://www.disputeresolutionombudsman.org)

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