

# Registering an organisation to use the Ofcom Online Licensing Service

## The Data Protection Act

The information you provide in this form and any information submitted will be used by Ofcom for the purpose of registering an organisation to enable the use of the Ofcom Online Licensing Service. See Ofcom's website for our data protection statement [www.ofcom.org.uk](http://www.ofcom.org.uk)

## Section 1 Organisation details

### 1a Name of organisation

Organisation contact name (full name)

Job title

Details of organisation (tick appropriate)

Limited company/PLC (state company registration no.)

Registered Charity (state the Charity registration no.)




Government/Crown body

Non-UK company

Registered Partnership or Trust

Other

### 1b Organisation address (if existing licence holder)

You must detail your permanent address. This will be the organisation's registered address.

Address

  
  


Tel. (optional)

Home/Business/Mobile (delete as appropriate)

Fax (optional)

Home/Business (delete as appropriate)

Post Town

Postcode

E-mail (optional)

Country

### 1c Mailing address

(if different from 1b)

Address

  
  


Post town

Postcode

Country

## Section 2

## Declaration

**By signing this form I confirm that I have read and understood the notes and any information provided is correct and complete to the best of my knowledge and belief.**

I declare that the body I represent will be responsible for compliance with the licence and will have control and supervision of the equipment, and that I have due authority to make this declaration and sign this application on behalf of the body I represent. I agree to the use of my personal data for the purposes described in page 1 of this form.

**Signature of applicant/licensee**

**Date of application**

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d	d		m	m		y	y	y	y

**Name**

**Name of organisation**

**Position held** (job title)

## Where to send this form

**When you have completed this form send it to:**

**Ofcom Licensing Centre**

PO Box 56373  
London  
SE1 9SZ

For help, contact:

Ofcom Licensing Centre

Tel: 020 7981 3131

Fax: 020 7981 3333

Textphone: 020 7981 3043 – Please note that this number only works with special equipment used by people who are deaf or hard of hearing.

E-mail: [licensingcentre@ofcom.org.uk](mailto:licensingcentre@ofcom.org.uk)

Website: [www.ofcom.org.uk](http://www.ofcom.org.uk)

## What happens next?

**On receipt of this completed form, Ofcom will register your details online. Your username and password will be posted to the address stipulated in section 1.**