

Business Radio licence amendment form

Section A Instructions for completing the form

- The technical data requested in this form can be found on your licence technical schedule.
- Page 1 relates to changes to contact details.
- Page 2 relates to a base station including remote control points, antenna or frequency
- If your company address and base station address are the same please tick here
- If the licence, account and site contact details are the same please tick here

Section B Customer Details

Customer Name _____
Customer Reference _____
Licence Number _____

Section C Change of contact details

Old Contact Name _____
Contact Type – licence, account, site _____
New Contact Name _____
Contact Type – licence, account, site _____
Telephone number _____
Fax number _____
Email address _____
Address line 1 _____
Address line 2 _____
Address line 3 _____
Address line 4 _____
Post Town _____
Postcode _____

Section D Where to send your amendment

Please submit your application to the Ofcom Licensing Centre.

Ofcom Licensing Centre
PO Box 56373
London.
SE1 9SZ

Phone 020 7981 3131
Fax 020 7981 3334
Email licensingcentre@ofcom.org.uk

Customer Name _____
 Customer Reference _____
 Licence Number _____
 Name of person requesting change _____
 Phone number/email address _____

Q1 Amend a base station or remote control point

Please state the current and new National Grid Reference. Format used is TQ300800

Station Contact Name _____
 Telephone number _____
 Station Number _____
 Remote Control Point number _____
 Current NGR _____
 Proposed NGR _____

Please state below the new or revised address of the base station/operational area

Address line 1 _____
 Address line 2 _____
 Address line 3 _____
 Address line 4 _____
 Post Town _____
 Postcode _____

Q2 Amend antenna height or erp.

Only specify an antenna number if you have more than one antenna on a station.

Antenna Number (if applicable) _____
 Antenna type (omni, directional) _____
 Current height _____
 Proposed height _____
 Current erp _____
 Proposed erp _____

Q3 Add/remove/amend frequency, tones or colour codes

Frequency, tone or colour code details	Base	Mobile
Current	_____	_____
Proposed	_____	_____
Current	_____	_____
Proposed	_____	_____

Q4 Change the number of mobiles

Please state the current and proposed number of mobiles along with the frequency the change applies to. You will find the information on your licence schedule.

Frequency Details	Base	Mobile
Current number of mobiles	_____	_____
Proposed number of mobiles	_____	_____

Data Protection Notice:

Ofcom is committed to protecting your privacy and to processing your personal information in a manner which meets the requirements of the Data Protection Act 1998. See Ofcom's website for our data protection statement at www.ofcom.org.uk

The information you provide in this form and any information submitted will be used by Ofcom for the purpose of issuing, amending, validating and/or surrendering a Business Radio licence, and, if applicable, published on the Wireless Telegraphy Act Register <http://146.101.202.225/public-tnr/wtrSearch.do>.

This information may also be provided by Ofcom to law enforcement agencies (such as the police and other third parties) for crime and taxation purposes and the discharging of functions relating to regulatory activities.