

Maritime Radio (Suppliers and Demonstration) licence application form

1. About the licence

The licence is intended to enable a business to carry out the work of installation, testing, repairing and/or demonstration of Maritime radio transmitting and/or receiving equipment. This work may be carried out either at the main place of business of the applicant or on board UK vessels (regardless of whether the vessel has a valid UK Ship Radio Licence issued to it) belonging to customers of the licensee, that are not at sea. This work may also be carried out at special events such as boat shows, subject to prior notification of Ofcom.

Callsigns

A callsign must be registered to each licence issued and applicants are usually able to specify the call sign that they would like to use. The callsign must not be more than twelve characters. It must not be a place name but can be the name of the company. If it transpires that the callsign has already been allocated to a different licensee Ofcom will contact you to arrange an alternative.

Maritime Radio Operator's Certificate of Competence and Authority to Operate

For the purposes of 'live transmission' testing and/or demonstration of Maritime radio transmission equipment, the operator must be the holder of the relevant Operator's Certificate, in addition to this licence.

Approval for the equipment

Please note that any radio equipment repaired, demonstrated or tested by licensees must meet either the relevant type approval standards or the UK Radio Interface Requirements.

The licensee should be in a position to produce a suitable certificate of type approval or display relevant markings for the equipment to be used if required by an authorised representative of Ofcom.

Test conditions relating to distress and safety frequencies

All transmissions relating to distress and safety frequencies must be carried out in accordance with agreed international maritime procedures. The test must be kept to a minimum and licensees should have approval from the appropriate authorities both before and upon completion of the test.

2. Who can obtain a licence?

A licence can only be issued to a legal entity.

Ofcom recognises the following as legal entities: Individual or Sole Trader, Partnership, Public Limited Company, Limited Company or Incorporated Association, Registered Charity.

For a partnership, the full name of one partner (this partner must also sign the declaration at the end of the form) and supply a list of the full names of all other partners at the declaration.

Contacts for correspondence

For a Public Limited Company, a Limited Company or an Incorporated Association, the registered office address is the address to which the licence will be sent.

The licensee can nominate a further address to which licence renewals, accounts and additional correspondence can be sent. This is only required if such matters are dealt with at different place from the registered office.

A name and telephone number must be supplied for the person or persons in your organisation who will be responsible for the operation of the radio equipment, and who Ofcom can contact in case of queries about your application.

What is the address of the business location?

This is usually where you will be servicing and repairing Maritime radio equipment.

The licence will only cover one permanent place of business. If you intend to carry out work at more than one permanent location or have more than one place of business, you will need to apply for a separate licence for each location.

The demonstration of Maritime radio equipment can take place at or from this location as well as from a temporary location, which must be notified to the Ofcom in advance.

3. Points of contact

If you have any queries about the form please feel free to contact the Amateur and Maritime Team at Ofcom on:
Telephone 020 7981 3131 or
Facsimile 020 7981 3061 or
E-mail MAAT@ofcom.org.uk

The completed form and/or requests for variations to the licence should be sent to:

Amateur and Maritime Team

Ofcom Licensing Centre
PO Box 56373
London SE1 9SZ

Reports of interference should be made to the relevant local office of Ofcom. There are four centres, each is responsible for a different area of the United Kingdom.

For further details please telephone the Ofcom Licensing Centre on 020 7981 3131 or your local office (details of which can be found on the back page of the form).

Listed authorities for all testing and transmissions on distress and safety frequencies:

- **RAF Kinloss, FORRES, MORAY IV36 3UH, Tel: 01309 692 360**
- **Distress and Diversion SAR - ATC West Drayton and ATCPrestwick.**
- **MRCC Falmouth - HM Coastguard, Pendennis Point, Castle Drive, Falmouth, Cornwall TR11 4WZ, Tel: 01326 310 800**

A1. Who is the licence to be issued to?

A licence can only be issued to a legal entity.

Ofcom recognises the following: Individual or sole trader, partnership, public limited company, limited company or incorporated association.

For a partnership, give the full name of one partner (this partner must also sign the declaration at the end of this form) and supply a list of the full names of all other partners at the declaration.

Please note that all equipment currently used by licensees must meet the type approval standards (for equipment placed on the market prior to 8th April 2000) or the UK Interface Requirements (IR).

Individual or sole traderSurname Forenames **Partnership**Surname Forenames **Public limited company***Name **Incorporated association***Name

*Please state company registration number

Other legal entityName Registration number **A2. What is the trading name (if any) of the business which will operate and control the radio equipment?**Name

A3. Address to which the licence is to be sent

For a public limited company, limited company or incorporated association, this **must** be the registered office.

Address

Postcode

Telephone

Fax

E-mail

A4. Address for licence renewals, accounts and additional correspondence

Only required if different from question 6 above.

Address

Postcode

Telephone

Fax

E-mail

A5. Name and telephone number of the person(s) in your organisation who is responsible for the operation of the radio equipment, and who the Agency can contact in case of queries about your application and/or radio equipment

Non-technical contact

Name

Telephone

Fax

E-mail

Technical contact (if different)

Name

Telephone

Fax

E-mail

A6.1 What callsign do you wish to use while testing equipment?

The callsign must not be more than 12 characters. It must not be a place name but can be the company name.

A6.2 Do you require a MMSI number?

Please tick box

Yes

No

If yes how many do you require

A7. What is the address of the permanent business location?

This is where you service and repair maritime radio equipment.

The licence can only cover one permanent place of business. You will need to apply for separate licences if you have more than one place of business.

Demonstration of maritime radio equipment can also take place at or from this location. As well as temporary locations that must be notified to Ofcom in advance.

Address

Postcode

Contact name

Telephone

Fax

E-mail

Notification of a temporary location must include the following details:

Licence number

Location

Expected duration

Contact telephone number for the location

Section B

Checklist

- Have you enclosed payment of the £50 licence fee?
- Cheques or postal orders payable to 'Ofcom'
- For a partnership, have you listed all of the partners in the declaration?
- Have you signed the declaration below?

Failure to complete this form fully or to provide any additional information requested may delay the processing of your application.

Section C

Declaration

I declare that all details given in this application form are correct to the best of my knowledge.

Information given in this form is subject to the provisions of the Data Protection Act 1984 and will be used in accordance with the appropriate entry attributed to Ofcom in the Register of Data Users and Computer Bureau.

Signature of applicant

For self and partners (*tick if applicable*)

Full name in CAPITAL LETTERS

Position in organisation

Date of application

Partnerships must be applied for by one partner signing 'for self and partners'. A director or authorised person must sign for public limited companies, limited companies and other organisations.

Partnership members

Name

Signature

Name

Signature

Name

Signature

Name

Signature

If the number of partners exceeds the space provided above, additional partners' details should be provided on a separate sheet of paper in the format given above and attached to this form.

Where to send your form

Please send your application form and cheque to the address below.

Amateur and Maritime Team
Ofcom Licensing Centre
PO Box 56373
London SE1 9SZ

Enquiries about this form should be made to 020 7981 3131.