

Coastal Station Radio (Training school) licence application form

1. Introduction

This application form must be completed in order to apply for a Coastal Station Radio Training Establishment (CSRTE) licence to cover the installation of a Maritime radio base station on land within the United Kingdom for the purposes of training and examination of Maritime radio operators.

Please answer fully the questions in the form. The more information we have, the quicker we will be able to process the application. Missing information may delay it. If you give false or misleading information your licence may be revoked and you could be subject to prosecution.

Once complete, this application form should be sent to the Amateur and Maritime Team at the address given at the end of the application form.

Any queries concerning your application should also be directed to the Amateur and Maritime Team on 020 7981 3131.

2. Licences

A licence may be issued only to an individual, a partnership, a company or other corporate body such as a local authority. The application form must be signed by a person who has been duly authorised to do so.

3. Licences are not transferable

If you are taking over the base station from an existing licensee, you must obtain a new licence, issued in your own name or that of your company.

If a company has simply changed name, it may retain its existing licence.

However, it must be reissued in the name of the new company. The Office of Communications (Ofcom) must be supplied with a copy of the Certificate of Incorporation of Change of Business name, which is available from Companies House, before it can reissue the licence.

Each CSRTE installation requires a separate licence, but several base stations for one service may be included on the same licence.

4. Timescales

Ofcom operates quality of service targets for the issue of CSRTE licences and endeavours to issue all new licences within 15 working days of receiving the completed application form together with the correct fee. However, the time taken to issue a licence can be prolonged by incomplete or incorrect application forms, requests for additional services or the need to co-ordinate the use of frequencies or obtain site clearance.

It is important that applications are submitted as early as possible and no radio equipment should be purchased before a licence has been issued as Ofcom may not be able to grant the technical parameters exactly as requested and cannot be held responsible for any financial loss thereby incurred.

DATA PROTECTION ACT 1998 Information given in this form is subject to the provisions of the Data Protection Act 1998 and will be used in accordance with the appropriate entry attributed to Ofcom in the Register of Data Users and Computer Bureaux.

The information on this form is being collected on the authority of Ofcom and is to be processed for the purpose of issuing a Coastal Station Radio Training Establishment licence. Authority for disclosure remains with Ofcom and any requests for disclosure of information must be made in writing to:

The Data Protection Officer
Ofcom
Riverside House
2a Southwark Bridge Road
London
SE1 9HA.

A1. Details of the licensee**A1.1 Please indicate your status****Tick one box only:**Private individual Partnership Registered company Registered charity Another body corporate **A1.2 Give the full name of the licensee****A1.3 Give the name under which the organisation trades if different from the name given in A1.2****A1.4 In the case of a registered charity, please give the:**(i) Registration no.

(ii) Objectives of the charity

A1.5 Please supply the name and address of a technical contact who should be contacted concerning your licence, radio services and base station site accessName Address

Postcode Telephone Fax E-mail

A1.6 Please give us the name and address of a contact that will deal with payments, your account or any correspondence concerning the licence, if different from the contact given in A1.5

Name

Address

Postcode

Telephone

Fax

E-mail

A1.7 If the licence is to be issued for a registered company please give the company registration number and the address of the registered office of the company

Company registration number

Name

Address

Postcode

Telephone

Fax

E-mail

A2. Details of the service

A2.1 Is this an existing service which is being taken over? (for example: have you acquired the business of another training establishment)

A2.2 If you are taking over an existing service please give the licence number covering the service. Please note that the licence cannot be transferred and that Ofcom cannot re-license the service until the previous licence has been cancelled and a new application form completed by the new applicant

A3. Equipment details

Please detail which equipment will be made available to students attending your courses by indicating the amount in the relevant boxes.

VHF/DSC

MF/HF/DSC

Inmarsat A terminal equipment

Inmarsat C terminal equipment

Inmarsat M terminal equipment

Inmarsat Mini M terminal equipment

A4. Base station identification

A4.1 Please indicate callsigns you intend to use

A4.2 Do you require an MMSI number?

If yes how many

A5. Base station location

The callsign must not be more than 12 characters. It must not be a place name but can be the company name. Please refer to the notes below before attempting to enter any information. You must provide information on each base station that you will be operating. This information will enable the Agency to quickly deal with any interference issue.

A5.1 Base station callsign (if already issued)

Callsign

A5.2 Please give: The address of the base station (include the postcode)

Address

Postcode

Telephone

Fax

E-mail

A5.3 Give the National Grid Reference (taken from the current 1:50,000 Ordnance Survey Map)

Grid letters

Eastings

Northings

Notes

The precise location of the base station must include a postal address, including a postcode, where applicable. National Grid References should contain two letters, followed by six digits, e.g. TQ 123 987.

WGS84 co-ordinates should include degrees minutes East/West followed by degrees and minutes North. The call sign should be unique to your station. You may choose to use the location of the training establishment or operating company.

If the National Grid Reference is not known, give the latitude and longitude

The application will be delayed if this information is not given or proves to be incorrect.

Latitude

Longitude

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/postal order 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.