



ACCESS CODE APPLICATION

This form should be used to apply for **'Type B'** Access Codes only.

Type B Access Codes are commonly used for:

- i) **Directory Enquiry ("DQ") services** (6-digit codes of the format 118XXX) – codes used by callers to access services available from their own provider of Public Electronic Communication Networks or from that of another; and
- ii) **Indirect Access ("IDA")** (5-digit codes of the format 1XXXX) - codes used by the end users of one provider of a Public Electronic Communication Network to have selected calls connected by another.

NB. If you are applying for Access Codes for DQ services (ie. 118XXX codes) on behalf of a sub-allocatee(s), you MUST enclose a signed, letter-headed serious 'statement of intent' from each sub-allocatee you are representing.

OfTel has also set aside two specific types of Access Codes – Type A and Type C:

Type A – to allow directly connected customers access to services recognised as having such widely understood significance that they may be used throughout the UK by all providers of Public Electronic Communication Networks offering equivalent services (whether directly or through the agency of another), and will not be used by anyone for any other service e.g. 100 – operator assistance, 123 – speaking clock, etc. and

Type C – for independent use by providers of Public Electronic Communication Networks to allow directly connected customers and employees access to services, other than services covered by Type A and Type B access codes.

Providers of Public Electronic Communication Networks should inform OfTel in writing as and when they use Type A and Type C Access Codes, and provide details of the service.

Definitions and Interpretation

1. Except in so far as the context otherwise requires, words or expressions shall have the meaning assigned to them. Otherwise, any word or expression shall have the same meaning as it has-

- (i) in the National Telephone Numbering Plan published by the Director on 22nd July 2003 pursuant to section 56 of the Communications Act 2003 (the 'Act');
- (ii) if, and only if, it has no meaning ascribed as mentioned in (i) above, and only if the context so permits, in General Condition 17 (entitled 'Allocation, Adoption and Use of Telephone Numbers') in Part 2 of the Schedule to the Notification published by the Director on 22nd July 2003 under section 48(1) of the Act;
- (iii) if, and only if, it has no meaning ascribed as mentioned in (i) and (ii) above, and only if the context so permits, in paragraph 1 of Part 1 of the Schedule to the Notification published by the Director on 22nd July 2003 under section 48(1) of the Act; and
- (iv) if, and only if, it has no meaning ascribed as mentioned in (i), (ii) and (iii) above, and only if the context so permits, in the Act.

2. The Interpretation Act 1978 shall apply as if this Application Form were an Act of Parliament.

(Applicants should ensure that all sections have been completed where relevant – incomplete Application Forms may not be processed within the 3-week deadline).

1. <u>Your reference (optional):</u>	
2. <u>Applicant details and date of application:</u> Your name, company name, address, direct telephone, direct fax, direct e-mail, mobile. <i>(Where you are acting on behalf of a Communications Provider (eg a consultant, solicitor, etc), and if you have not previously supplied one, you should enclose a letter from that Communications Provider confirming that you are authorised to represent it).</i>	<u>Date of application:</u>
3. <u>Communications Provider details:</u> If different from 2. above (eg where you are a consultant, solicitor, etc), provide the name and address of the Communications Provider on behalf of whom you are applying for Telephone Numbers.	

4. Declaration of ‘Public Electronic Communications Network’ or ‘Public Electronic Communications Service’

The information requested in Annex A helps Oftel to assess your eligibility to be Allocated Telephone Numbers.

If you are a provider of a Public Electronic Communications Network:

confirm whether you have previously supplied the information requested in Annex A (or information equivalent to it), to Oftel’s Numbering Unit; or

if not, you must complete in full all relevant questions in Annex A and submit it along with this form.

If you have previously supplied the information in Annex A, then move onto the next question – you do not need to submit Annex A with this form.

If you are a provider of Public Electronic Communications Services:

you **MUST** complete all relevant questions in Annex A each time you apply for Telephone Numbers and submit it with this form.

(For providers of Public Electronic Communications Networks, please ensure you have previously supplied the information requested, before you confirm this – your application may be rejected if this is not the case).

5a. Telephone Numbers required - Access Code(s) for Indirect Access (“IDA”) services:

The table below should be used only when applying for Access Codes for IDA services. When completing the table below, you should:

- i) give a 1st, 2nd and 3rd choice for each Access Code required in case the code you have applied for is not available at the time the application is processed;
- ii) select only those codes listed as Type ‘B’, and which are shown as ‘Free’ in the ‘Status’ column, and of the format ‘1XXXX’; and
- iii) apply for a maximum of 3 Access Codes on this Application Form. A new Form S10 should be completed for further codes for Indirect Access.

		Choice of Access Code (5-digit format ie. 1XXXX)	Is this Access Code to be used in conjunction with the BT Standard Interconnection Service known as Indirect Access?	¹ State the set-up of the code on the switch – either: CLI (1 stage) or PIN (2 stage) or Both (CLI & PIN)	What is the name and the National Signalling Point Code of the switch where the Access Code will be set-up?	Is this your own company’s switch, or that of another Public Electronic Communications Network Provider (please state name)?	Planned ‘In-Service’ Date (applications should not be submitted more than 6 months prior to in-service date)
e.g. 1 st Code	1 st Choice	12678	Yes	CLI	London 1, 12630	Yes, own switch	mid Oct 2003
	2 nd Choice	12746	Yes	CLI	London 1, 12630	Yes, own switch	mid Oct 2003
	3 rd Choice	13578	Yes	CLI	London 1, 12630	Yes, own switch	mid Oct 2003
e.g. 2 nd Code	1 st Choice	14377	Yes	PIN	Leeds 2, 12625	No, J Bloggs Telecom	beg. Dec 2003
	2 nd Choice	16042	Yes	PIN	Leeds 2, 12625	No, J Bloggs Telecom	beg. Dec 2003
	3 rd Choice	18182	Yes	PIN	Leeds 2, 12625	No, J Bloggs Telecom	beg. Dec 2003
1 st Code	1 st Choice						
	2 nd Choice						
	3 rd Choice						
2 nd Code	1 st Choice						
	2 nd Choice						
	3 rd Choice						
3 rd Code	1 st Choice						
	2 nd Choice						
	3 rd Choice						

¹ Please note that the type of set-up will be shown on the ‘Notification of Allocation’ from Of tel. The provider of Public Electronic Communications Network with whom you Interconnect will set-up the code **only** as stated. If you wish to change the type of set-up, you must seek permission from Of tel and provide a suitable justification. If Of tel agrees to the change of set-up, a new Notification of Allocation will be issued.

5b. Telephone Numbers required – Access Codes for Directory Enquiry (“DQ”) services - 118XXX - Access Code(s):

The table below should be used only when applying for codes for DQ services. When completing the table below, you should:

- i) give a 1st, 2nd and 3rd choice for each Access Code required in case the code you have applied for is not available at the time the application is processed;
- ii) select only those codes listed as Type ‘B’, and which are shown as ‘Free’ in the ‘Status’ column, and of the format ‘118XXX’; and
- iii) apply for a maximum of 3 DQ codes on this Application Form. A new S10 Form should be completed for further DQ codes required.

		Choices of 118XXX DQ Code:	Name of sub-allocatee ² providing the DQ service (where relevant)	Trading Name of Company (if different from Company Name):	Name of DQ Service to be Provided:	³ Description of DQ Service to be Provided behind DQ Code (must be in accordance with definitions for NDQ and/or IDQ): (eg. Full National in English, IDQ for France in English, etc.)	Confirmation that this service will offer the caller the number requested if available from the database (YES/NO):	Planned ‘In-Service’ Date (applications should not be submitted more than 6 months prior to in-service date)
e.g. 1 st DQ Code	1 st Choice	118888	Zebra Telecom Ltd	Stripes ‘R’ Us	Find Friends in France	IDQ English language service providing numbers in Europe.	YES	December 2003
	2 nd Choice	118765						
	3 rd Choice	118567						
1 st DQ Code	1 st Choice							
	2 nd Choice							
	3 rd Choice							
2 nd DQ Code	1 st Choice							
	2 nd Choice							
	3 rd Choice							
3 rd DQ Code	1 st Choice							
	2 nd Choice							
	3 rd Choice							

² If you are applying for DQ codes on behalf of a sub-allocatee(s), you MUST enclose a signed, letter-headed serious ‘statement of intent’ from each sub-allocatee you are representing.

³ Description of DQ service must be sufficiently different from that of any code you have previously been allocated or from any others you are currently applying for – Oftel will not allocate more than one code for the same type of service for the same provider. Also, the description should be worded in a way that is clear and conforms to either the NDQ or IDQ definitions or a combination of both. NB. The description you provide will be published on Oftel’s website – you may wish to ensure that the description does not contain commercially confidential information.

6. Service and Market:

For each of the Access Codes applied for in 5a. above, give a brief description of the type of Public Electronic Communications Service for which the Access Codes will be Adopted, and the market to be served by the service. You do not need to answer this question for any Access Codes applied for in Section 5b.

7. Adoption of existing Telephone Numbers:

For each type of Access Code applied for above, you should provide details, in the table below, of any other Access Codes that you have been allocated to date where:

for IDA codes – the set-up is the same; or
for DQ codes – the service and provider is the same

- consistent with its duty in the Communications Act 2003 to secure best use of numbers Oftel requires a justification for applying for further numbering capacity where there may be non-utilised numbers or a duplication of set-up (IDA) or same service and provider (DQ).

Existing Type B Access Codes: (1XX, 1XXX, 1XXXX format) or DQ codes – (118XXX format).	State the set-up of the Code on the switch – either: PIN (1 stage) or CLI (2 stage) or PIN & CLI (Indirect Access codes ONLY)	Is this Access Code used in conjunction with the BT Standard Interconnection Service known as Indirect Access, or for another service (please state the type of service)? (Indirect Access Codes ONLY)	What is the name and the National Signalling Point Code of the switch where the Access Code is set-up? (Indirect Access Codes ONLY)	Is this your own company's switch, or that of another Public Electronic Communications Network Provider (please state name)? (Indirect Access Codes ONLY)
1251	PIN	Yes, Indirect Access	London2, 12680	Yes, own switch
12494	CLI	Yes, Indirect Access	Leeds3, 12627	Yes, own Switch

(You should e-mail this application form to numbering.applications@oftel.gov.uk)

Form S10 - Annex A

A1. Confirmation of Status:

Oftel generally only Allocates Telephone Numbers to providers of Public Electronic Communications Networks.

Oftel may also Allocate numbers, where number resource implications do not preclude allocation, to providers of a Public Electronic Communications Service. Oftel would also normally expect to see that the provider has arrangements in place for its service to be carried over a network, and, where appropriate, would usually expect the provider to have taken reasonable steps to seek a sub-allocation of Telephone Numbers of the type applied for prior to making the application.

Providers of Public Electronic Communications Networks

It is not Oftel's intention for a Communications Provider to be assessed more than once to determine whether or not it is a provider of a Public Electronic Communications Network.

Therefore, please now complete question A4. If you have answered 'yes' to question A4(a), you do not need to answer questions A1 (a) and (b) below.

If you have not registered i.e. you have answered no to question A4 (a), Oftel needs certain information from you in order to determine whether or not you are a provider of a Public Electronic Communications Network.

Please provide details of:

a) the Electronic Communications Network on which the Telephone Numbers applied for are intended to be Adopted;

(a diagram may be useful to assist Oftel in assessing your eligibility for Telephone Numbers)

b) the Electronic Communications Service which you are intending to provide over that network.

Providers of Public Electronic Communications Services

In order to determine whether or not you are a provider of a Public Electronic Communications Service, Oftel needs certain information from you. Please provide details of:

c) the Electronic Communications Service which you are intending to provide with the Telephone Numbers applied for. Please also provide details of the network on which the numbers you are applying for will be Adopted.

<p>A2. <u>Applications from providers of Public Electronic Communications Services</u></p> <p>If you are applying for Telephone Numbers as a provider of Public Electronic Communications Services, where appropriate Oftel would usually expect your company to have already taken reasonable steps to obtain a sub-allocation of Telephone Numbers of the type you are applying for from a provider of a Public Electronic Communications Network.</p> <p>a) Have you taken steps to obtain a sub-allocation of Telephone Numbers of the type for which you are applying? If not, would you please provide a justification for that; and</p> <p>b) If you have taken steps, would you provide a brief description of the steps you have taken, and state why did you not obtain a sub-allocation?</p>	
<p>A3. <u>Interconnection arrangements</u></p> <p>Describe your Interconnection arrangements (or those of the provider of a Public Electronic Communications Network on whose network the Telephone Numbers applied for would be Adopted), if any, with other Communications Providers – a simple network diagram may be useful.</p>	
<p>A4. <u>Register of providers of Public Electronic Communication Networks</u></p> <p>Oftel maintains a voluntary register of providers of Public Electronic Communications Networks.</p> <p>a) Is your company listed on this register?</p> <p>b) If so, under which name is your company registered?</p> <p>c) If different from b), what is the 'trading name' under which your company will sub-allocate the Telephone Numbers applied for in this application?</p>	

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