



## Application Form to Amend or Add Stations to a Private Business Radio Speech and Data Systems Licence

**IMPORTANT** – Please note that the Radiocommunications Agency intends to embark on a major programme of frequency changes in the 450-470 MHz band. Customers using or intending to use this band are strongly advised to read information sheet RA410 for further information.

This application form should be used to amend or add stations to On-site PBR Speech and Data Systems, Wide Area PBR Speech and Data Systems, National and Regional PBR or PMR (Standard) licences. Please note, if you wish to takeover an existing radio system from another licensee, you should apply for a new licence using the application form RA1. For guidance see information sheet RA126.

<p><b>1 What is the current licence number you wish to amend or add stations to?</b></p>	<p>Licence No. <input type="text"/></p>
<p><b>2 What is the licensee name and address?</b></p>	<p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postcode _____</p> <p>Telephone _____</p> <p>Fax _____</p> <p>E-mail _____</p>
<p><b>3 Do you wish to:</b> <i>(tick as appropriate)</i></p>	<p><input type="checkbox"/> Make an amendment to an existing licence (go to Q4)</p> <p><input type="checkbox"/> Add a new station to an existing licence (go to Q5)</p>
<p><b>4 What type of amendment do you want to make?</b> <i>e.g. move of base station, change of frequency etc.</i></p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p><b>5 What type of new station do you require?</b> <i>(tick as appropriate)</i> <i>The new station must be of the same type as the licence.</i> <i>New On-site PBR Speech and Data Systems, Wide Area PBR Speech and Data Systems and PMR (Standard) stations must form part of an existing radio system covered by the licence.</i></p>	<p><input type="checkbox"/> On-site PBR Speech and Data Systems station</p> <p><input type="checkbox"/> Wide Area PBR Speech and Data Systems station</p> <p><input type="checkbox"/> National and Regional PBR station</p> <p><input type="checkbox"/> PMR (Standard) UK general station</p>

The Radiocommunications Agency is an Executive Agency of the Department of Trade and Industry  
The Agency General Enquiry Point/Switchboard telephone number: 020 7211 0211

**6 What is the trading name (if any) of the business which will operate and control the radio service?**

\_\_\_\_\_

**7 If this amendment affects the licensee/accounts/correspondence addresses, please enter the new address(es) opposite**

*(specify the type of address you wish to change)*

Name

Address 1

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

Telephone

Fax

E-mail

\_\_\_\_\_

Name

Address 2

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

Telephone

Fax

E-mail

\_\_\_\_\_

**8 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 system**

**Non-technical contact**

\_\_\_\_\_

Telephone

Fax

E-mail

\_\_\_\_\_

**Technical contact (if different)**

\_\_\_\_\_

Telephone

Fax

E-mail

\_\_\_\_\_

**TECHNICAL CHARACTERISTICS**

(You may need to consult your supplier to assist in completing this part of the form)

**9 What type of transmission will be used?***(tick as appropriate)*

- Voice
- Data and voice
- Data

Data ID (in Hex)

Data modulation (eg Fast Frequency Shift Keying)

**10 Do you require any of the following special facilities?***(tick as appropriate)*

**Please note that all equipment currently used or to be purchased by licensees must comply with an appropriate Interface Requirement.**

**A list of the Interface Requirements is contained in the information sheet RA108. Licensees are also advised to read the information sheets RA275 and RA279. The licensee must be in a position to produce appropriate documentary evidence for the equipment to be used.**

- Controlled talkthrough
- Telephone interconnect
- Voice privacy

**What type of voice privacy do you require?**

- Frequency inversion
- Band inversion
- Band scrambling
- Rolling code inversion

Please specify below any other special facilities required and explain when and why you wish to use these

**11 Channel spacing***(tick as appropriate)*

- 6.25 kHz
- 12.5 kHz

**12 What callsign will you be using?**

*The callsign must not be more than twelve characters and must not be a place name.*

*A callsign is a requirement of operation under the terms of the licence.*

**13 Total number of mobile radios to be used?**

*Include all vehicle mounted and hand held equipment. **Do not include the base station if one is in use.***

- Total on additional station
- Total on all stations (including addition made in this application)

**14 Which frequency band do you require?**

Please indicate your first and second preferences by writing 1 and 2 in the appropriate boxes

For Band I and Band III frequencies you must use the application form RA130.

You will automatically be assigned a CTCSS tone and DCS code.

- VHF Low 68.00 - 87.50 MHz
- VHF Mid 138.00-165.0375 MHz
- VHF High 165.05-174.00 MHz
- UHF 1 420.00-450.00 MHz
- UHF 2 450.00-470.00 MHz

- VHF High - technical restrictions may apply within the M25.
- UHF 1 - geographically restricted.
- UHF 2 - congested in urban areas.

**15 Method of operation**

(tick as appropriate)

- Single frequency operation
- Dual frequency operation

**16 Indicate any preferred requirement for a specific channel and/or CTCSS tone/DCS code**

Please note: It may not be possible to assign this frequency/tone/code

Base transmit \_\_\_\_\_ MHz

Mobile transmit \_\_\_\_\_ MHz

CTCSS/DCS \_\_\_\_\_

Please explain why you would like to utilise this channel:

\_\_\_\_\_

\_\_\_\_\_

**OPERATIONAL SITE DETAILS (For UK General stations go to Q32)****17 Will you be using a base station?**

A base station is defined as a radio transceiver attached to a permanently fixed antenna located permanently at one site connected to an appropriate external power source.

(tick as appropriate)

- Yes
- No

(Please note you **must** complete Q19 below)

**18 What is the address of the new base station or operational area?**

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Contact at this location

\_\_\_\_\_

**19 What is the national grid reference (NGR) of this new location?**

*Two letters followed by six figures, eg NJ 935 044, one letter and six figures in Northern Ireland (obtainable from an Ordnance Survey Map)*

Grid letters	Eastings	Northings
_____	/	/
_____		_____

**OPERATIONAL COVERAGE AREA**  
**IMPORTANT:** Before completing this section please read the section entitled "Operational Coverage Area" in the information sheet RA126

**20 Describe the nature of your business giving as full a description as possible of what the mobile radios will be used for**

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**21 Base station antenna**

*You should not purchase any equipment including the antenna until you have received your licence schedule. The Agency may require you to use a specific type of antenna to ensure minimum interference is caused to other co-channel operators*

	Height of the top of the base station antenna above ground level in metres
	Note: For on-site systems this should not normally be greater than 10 metres

**22 What type of antenna would you like to use with your base station?**

*The RA frequency assignment officer will take into account the frequency band and operational conditions when deciding the type of antenna to be used*

- Omni-directional antenna
- Downtilt antenna
- Downfire antenna
- Radiating cable
- Directional antenna

	Angle of tilt below the horizontal plane in degrees
	Direction of antenna in degrees east of north

What is the gain of your chosen antenna?

	dB-relative to a dipole
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**23 Describe the geographical area you wish to cover with your radio service?**

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#### 24 What base ERP level do you or your supplier consider is required?

*The Agency normally assigns base ERP levels of 2 Watts for on-site systems and 10 Watts for wide area systems. Sometimes however, applicants may require a higher ERP level in order to provide satisfactory coverage of their business area. In such cases increases in ERP up to a maximum of 5 Watts for on-site and 25 Watts for wide area may be acceptable.*

Watts

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#### REMOTE CONTROL

(The method of control required may not be available, dependent on the location of intended operation. Where the preferred method is not available a suitable alternative will need to be considered by the applicant.)

#### 25 Will your base station be remotely controlled?

*(tick as appropriate)*

*The method of control required may not be available, dependent on the location of intended operation. Where the preferred method is not available a suitable alternative will need to be considered by the applicant.*

- Yes - please complete Q26-31  
 No - Go to the Declaration Page 7

#### 26 How many remote control points will the base station have?

*If more than **one** control point please complete **Q27-31** on a separate piece of paper for each additional control point*

#### 27 What is the address of the remote control point?

Address

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Postcode

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Telephone

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Fax

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Contact at this location

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<p><b>28 What method of control do you wish to use from the remote control point?</b></p> <p><i>If you ticked RFW complete Q29-31 Microwave links must be separately licensed by the Agency. See information sheet RA164</i></p>	<p><input type="checkbox"/> Landline</p> <p><input type="checkbox"/> Landline and microwave</p> <p><input type="checkbox"/> Dial up landline</p> <p><input type="checkbox"/> Microwave only</p> <p><input type="checkbox"/> Reverse Frequency Working (RFW)</p> <p>Please explain why you require RFW.</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> 2.4 GHz low power device compliant with ETS 300 328</p>						
<p><b>29 What is the NGR of the location of the RFW remote control point?</b></p>	<table border="0"> <tr> <td style="text-align: center;">Grid letters</td> <td style="text-align: center;">Eastings</td> <td style="text-align: center;">Northings</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">/ _____</td> <td style="text-align: center;">/ _____</td> </tr> </table>	Grid letters	Eastings	Northings	_____	/ _____	/ _____
Grid letters	Eastings	Northings					
_____	/ _____	/ _____					
<p><b>30 What is the height of the top of the RFW control point antenna above ground level in metres?</b></p> <p><i>The top of the antenna must not exceed 10 metres above ground level. You will normally be -required to use either a 3, 4, 6 or 8-element directional antenna. This is dependent upon the frequency band and operational conditions.</i></p>	<p><input style="width: 100px; height: 20px;" type="text"/> metres</p>						
<p><b>31 What is the direction of maximum radiation from the RFW control point antenna in degrees east of north?</b></p>	<p><input style="width: 100px; height: 20px;" type="text"/> degrees east of north</p>						
<p><b>32 Please tick if you wish the Agency to accept all future technical applications/amendments direct from your supplier</b> <b>Please enclose a power of attorney.</b></p> <p><i>A power of attorney is a written authority given by one person to another to act on their behalf in their absence, signed in the presence of a solicitor.</i></p>	<p><input type="checkbox"/></p>						

## DECLARATION

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

The information on this application form is being collected on the authority of the Secretary of State for Trade and Industry. The point of contact is the Enquiry Point at the:

### Radiocommunications Agency

Wyndham House, 189 Marsh Wall, London E14 9SX. Tel: 020 7211 0211

The information given on this form is to be processed for the purpose of amending or adding a station to an existing PBR licence.

#### Signature of applicant

For self and partners (tick if applicable)

#### Date of application

#### Full name in CAPITAL LETTERS

#### Position in organisation

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 legal entities.

#### Partnership members

Name	Signature
Name	Signature
Name	Signature
Name	Signature

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

**Please note** that any false information provided may, at the Secretary of State's discretion, invalidate the licence after it has been granted.

#### Where to send your form

Details of where to send your form are enclosed on the separately inserted information sheet RA123. If the sheet is missing or you are unsure where to send your form contact the Agency's Enquiry Point on 020 7211 0211. You can also use this contact number to request forms RA1 and RA126.

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

- For a base station with more than one remote control point, have you attached details of all the remote control points?
- Have you signed the declaration on this page