



Application for a Licence to use Radio at a Special Event

- Please read the accompanying General Notes and Information before completing this form.
- Please complete in black ink in BLOCK LETTERS or typescript.
- Please tick correct box where appropriate.
- The application form must be returned at least four weeks before the event.
- Please ensure that the contact person is easily accessible.
- If you have any questions about completing this form, please contact the Programme Making and Special Events Section at the address below.
- Please keep a copy of the completed form.
- Please return the completed form by post or fax to:

RA2/BPMU/PMSE
 Radiocommunications Agency
 11th Floor
 Wyndham House
 189 Marsh Wall
 London E14 9SX

Tel: +44 (0)207 211 0391/0879/0811

Fax: +44 (0)207 211 0899

E-mail: PMSE@ra.gsi.gov.uk

General Notes and Information

Your application will be treated in confidence by the Radiocommunications Agency and its appointed agents. Any proposed change in the details given on the completed application form must be notified in advance to the Radiocommunications Agency at the address given above.

A change from the details shown in the licence may mean that the operation of the equipment would be illegal. You may be charged for any extra work involved in issuing a new licence.

On receipt of this form your request for frequencies will be assessed and a schedule will be sent to you indicating which frequencies have been allocated to you, along with an invoice. Licences are charged for a 48 hour period. Please note that the appropriate licence fee must be paid

before any licence can be issued. If you are paying by international money order, all payments **must** be made in sterling so that the Agency receives the full amount. Under the terms of the Wireless Telegraphy Act 1949, it is an offence for which you may be prosecuted to install or use radio apparatus (other than exempt apparatus), except under a licence issued by the Secretary of State for Trade and Industry. The submission of an application form for a licence does not permit the operation of the equipment nor, indicate that a licence will be issued.

The equipment must not cause interference to any other wireless telegraphy equipment. No protection will be given from interference received from other authorised services or from industrial, scientific and medical (ISM) equipment.

1 Who is the licence to be issued to?

A licence can only be issued to a legal entity. The Agency 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) and supply a list of the full names of all other partners at the declaration.

For example Corporation/Local Authority, Registered Charity, etc.

Individual or Sole Trader

Full name

Partnership

Full name

Public Limited Company

Full name

Limited Company

Full name

Incorporated Association

Full name

Please state company registration number

2 What is the trading name (if any) of the business which will control the radio service?

3 Address to which the licence is to be sent

For a Public Limited Company, Limited Company, or an Incorporated Association, this must be the registered office.

Address

Postcode

Telephone

Fax

E-mail

(please include full international code or area code)

<p>4 Name and telephone 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</p>	<p>Non-technical contact</p> <p>Name _____</p> <p>Telephone _____</p> <p>Fax _____</p> <p>E-mail _____</p> <p>Technical contact</p> <p>Name _____</p> <p>Telephone _____</p> <p>Fax _____</p> <p>E-mail _____</p>
<p>5 What is the name of the event you will be using radio for?</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>6 What will you be using your equipment for?</p> <p><i>Organisers support services (e.g. for site security, crowd control, time keeping, catering, car parking etc)</i></p> <p><i>Participation requirements (e.g. for voice and data communications)</i></p> <p><i>Programme making (e.g. radio microphones, sound and vision and data links for the production of outside broadcasts, films and tapes)</i></p> <p><i>Other (please state)</i></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

7 Where will you be using your radio equipment? Please give a full address and if possible the National Grid Reference (NGR)

NGR

8 When will you be using the radio equipment?

Please note that licences are charged for a 48 hour period, please give exact dates

Please specify the exact location of your transmitters within the operation site.

Location no.	Tx location within site	Rx location within site	Tx grid reference (if known)	Rx grid reference (if known)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Frequency application guidance notes

Location number

As well as the general location of use, for large events we also need the exact location of the transmitter and receiver for each frequency. All Tx/Rx locations should be listed on page 6 and their respective numbers inserted in this column on the frequency application.

Type of equipment

Radio equipment must be compliant with the Radio Equipment and Telecommunications Terminal Equipment (R&TTE) Directive and should meet the requirements of Interface Requirement 2038. Further information on the R&TTE Directive is contained in the information sheet: Guidance for Manufacturers on the Introduction of the R&TTE Directive. This information sheet and Interface Requirement 2038 are available from the Radiocommunications Agency website. www.radio.gov.uk

Make and model

Please state the make and model number of the equipment using the frequency.

Preferred frequency

Please state, in KHz, MHz or GHz, the middle point frequency of the channel you wish to use.

Tuning range

If the equipment is retunable over a range of frequencies, please state the full range.

Bandwidth

Please state the required bandwidth. Note that UK channel planning normally operates in multiples of 12.5 KHz, and your equipment will be expected to conform to this. Please state if your equipment has a different requirement.

Polarisation

The polarisation of the transmission.

ERP level (power)

Please seek the lowest possible power, as this will enable more use of radio to be accommodated at the event.

The Agency normally assigns 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 4 Watts for on-site and 25 Watts for wide area may be acceptable.

Notes

Please let us know if you require a set distance between your frequencies. It is possible that you will not be able to use some of the frequencies you have asked for, but we may be able to find alternatives. We therefore need to know about any set distance required so that we can take this into account when offering you other frequencies.

Constant transmit

Please put "Y" if the equipment transmits continuously, "N" for intermittent.

Airborne

Please state the altitude (in feet) at which radio will be operated. Users are reminded that airborne use will also require the separate approval of the Civil Aviation Authority.

DECLARATION

I have read and understood the guidance notes and have fully and accurately completed the application form to the best of my knowledge.

I declare that the body (if any) I represent will be responsible for compliance with the licence and will have control and supervision of the equipment, and that I have due authority to make this declaration and to sign this application on its behalf.

Signature of applicant

Date of application

Full name in CAPITAL LETTERS

Position held

The information given on this form is to be processed for the purpose of approving this application and issuing a radio licence.