



Application for a Licence to use Radio at the Commonwealth Games Manchester 2002



- Please read the General Notes and Information below 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 – an application made later than this will still be considered, however the choice of frequencies will be limited.
- 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/BU/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 below.

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. 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. Payment by credit card will be accepted. Details of how to pay will be on the licence schedule and the invoice. 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.

Please ensure that during the event your licence is available for inspection at all times.

The equipment must not cause interference to any other wireless telegraphy equipment.



1 What will you be using your equipment for?

Organisers support services (e.g. site security, crowd control, time keeping, catering, car parking etc.)

Participant's requirements (e.g. for voice and data communications)

If you answered "YES" to this question, please answer only questions:

2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13

If your use will be for participants – please state for which event(s)

Programme making (e.g. radio microphones, sound and vision and data links for the production of outside broadcasts, films and tapes)

Other (please state)

2 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 their 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

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

<p>4 Address to which the licence is to be sent</p> <p><i>For a Public Limited Company, Limited Company, or Incorporated Association, this must be the registered office.</i></p>	<p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postcode</p> <p>_____</p> <p>Telephone</p> <p>_____</p> <p>Fax</p> <p>_____</p> <p>E-mail</p> <p>_____</p>
<p>5 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</p>	<p>Non-technical contact</p> <p>Name</p> <p>_____</p> <p>Telephone</p> <p>_____</p> <p>Fax</p> <p>_____</p> <p>E-mail</p> <p>_____</p> <p>Technical contact</p> <p>Name</p> <p>_____</p> <p>Telephone</p> <p>_____</p> <p>Fax</p> <p>_____</p> <p>E-mail</p> <p>_____</p>
<p>6 Where will you be using your radio equipment?</p> <p><i>Please give a full address and if possible the National Grid Reference (NGR)</i></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>NGR</p> <p>_____</p>
<p>7 When will you be using the radio equipment?</p> <p><i>Please note that licences are charged for a 48 hour period, please give exact dates</i></p>	<p>_____</p> <p>_____</p>

TECHNICAL CHARACTERISTICS

(you may need to contact your supplier to assist in completing this part of the form)

8 What type of transmission will be used?	<input type="checkbox"/> Voice <input type="checkbox"/> Telemetry <input type="checkbox"/> Timing
9 What equipment will you be using? <i>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 the Radiocommunications Agency website. www.radio.gov.uk</i>	Make/model _____ Station type _____
10 Channel spacing <i>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.</i>	<input type="checkbox"/> 6.25 kHz <input type="checkbox"/> 12.5 kHz Other _____
11 What call sign will you be using? <i>A call sign must not be more than twelve characters and must not be a place name. A call sign is a requirement of operation under the terms of the licence.</i>	_____
12 Indicate any preferred requirement for a specific channel <i>Please state, in kHz, MHz or GHz, the middle point frequency of the channel you wish to use. If the equipment is retunable over a range of frequencies, please state the full range. 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 distances required so that we can take this into account when offering you other frequencies.</i>	Base transmit _____ Mobile transmit _____ Alternative frequencies _____ Tuning range _____

13 What base ERP level do you consider is required?

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

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 4 Watts for on-site and 25 Watts for wide area may be acceptable

Watts

OPERATIONAL SITE DETAILS

14 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

What is the address of the base station including the National Grid Reference?

Will talkthrough be required?

Yes

No

Will remote control be in operation?

If yes, please give the address of the remote control

Yes

No

15 Base station antenna details

Please state antenna gain

16 Will airborne use be required?

If so, 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.

- No
- Yes

altitude _____ (feet)

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

[Signature box]

Date of application

[Date box]

Full name in CAPITAL LETTERS

[Full name box]

Position held

[Position held box]

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