



# Maritime Radio Supplier's Licence and Application Form

## 1 About the Licence

The licence is intended to enable a business to carry out the work of installation, testing, repairing and/or demonstration of Maritime radio transmitting and/or receiving equipment. This work may be carried out either at the main place of business of the applicant or on board UK vessels (regardless of whether the vessel has a valid UK Ship Radio Licence issued to it) belonging to customers of the licensee, that are not at Sea. This work may also be carried out at special events such as boat shows, subject to prior notification of the Agency.

### Callsigns

A callsign must be registered to each licence issued and applicants are usually able to specify the call sign that they would like to use. The callsign must not be more than twelve characters. It must not be a place name but can be the name of the company. If it transpires that the callsign has already been allocated to a different licensee the Agency will contact you to arrange an alternative.

### Maritime Radio Operator's Certificate of Competence and Authority to Operate.

For the purposes of "live transmission" testing and/or demonstration of Maritime radio transmission equipment, the operator must be the holder of the relevant Operator's Certificate, in addition to this licence.

### Approval for the equipment.

Please note that any radio equipment repaired, demonstrated or tested by

licensees must meet either the relevant type approval standards or the UK Radio Interface Requirements.

The licensee should be in a position to produce a suitable certificate of type approval or display relevant markings for the equipment to be used if required by an authorised representative of the Agency.

## 2 About the Licensee.

### Who can obtain a Licence?

A licence can only be issued to a legal entity.

The Agency recognises the following as legal entities: Individual or Sole Trader, Partnership, Public Limited Company, Limited Company or Incorporated Association, Registered Charity.

For a partnership, the full name of one partner (this partner must also sign the declaration at the end of the form) and supply a list of the full names of all other partners at the declaration.

### Contacts for correspondence

For a Public Limited Company, a Limited Company or an Incorporated Association, the registered office address is the address to which the licence will be sent.

The licensee can nominate a further address to which licence renewals, accounts and additional correspondence can be sent. This is only required if such matters are dealt with at different place from the registered office.

A name and telephone number must be supplied for the person or persons in your organisation who will be responsible for the operation of the radio



equipment, and who the Agency can contact in case of queries about your application.

### **What is the address of the business location?**

This is usually where you will be servicing and repairing Maritime radio equipment.

The licence will only cover one permanent place of business. If you intend to carry out work at more than one permanent location or have more than one place of business, you will need to apply for a separate licence for each location.

The demonstration of Maritime radio equipment can take place at or from this location as well as from a temporary location, which must be notified to the Agency in advance.

Notification of a temporary location must include the following details:

Licence number

Location

Expected duration

Contact telephone number for the location

### **3 Agency points of contact**

If you have any queries about the form please feel free to contact the Aeronautical and Maritime Section of the Agency on Tel. No. 020 7211 0212 or fax 020 7211 0228 or by e-mail to [AMS@ra.gsi.gov.uk](mailto:AMS@ra.gsi.gov.uk)

The completed form and/or requests for variations to the licence should be sent to the Aeronautical and Maritime Section of the Radiocommunications Agency, Wyndham House, 189 Marsh Wall, London, E14 9SX.

Reports of interference should be made to the relevant Local Licensing Centre of the Agency. There are eight centres, each is responsible for a different area of the United Kingdom. For further details please see Agency information sheet RA123 which is available either from the Agency's Library by telephone on 020 7211 0211 or from the Agency's website at [www.radio.gov.uk/](http://www.radio.gov.uk/)

**4 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 at the end of this form) and supply a list of the full names of all other partners at the declaration.

Please note that all equipment currently used by licensees must meet the type approval standards (for equipment placed on the market prior to 8th April 2000) or the UK Interface Requirements.

For example; corporation/local authority, registered charity, school, university etc.

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

**6 Address to which the licence is to be sent.**

For a public limited company, limited company or incorporated association, this must be the registered office.

**Individual or sole trader**

Surname

Forenames

**Partnership**

Surname

Forenames

**Public limited company**

Name

**Limited company**

Name

**Incorporated association**

Name

For any of the above please state company registration number:

Other legal entities

Registration number

Postcode

Tel

Fax

E-mail

**7 Address for licence renewals/accounts/additional correspondence.**

Only required if different from question 6 above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

**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 equipment.**

**Non-technical queries**

Name

\_\_\_\_\_  
Tel \_\_\_\_\_  
Fax \_\_\_\_\_

**Technical queries (if different)**

Name

\_\_\_\_\_  
Tel \_\_\_\_\_  
Fax \_\_\_\_\_

**9a What callsign do you wish to use while testing equipment?**

The callsign must not be more than 12 characters. It must not be a place name but can be the company name.

\_\_\_\_\_

**9b Do you require a MMSI number?**

Please tick box

Yes   
No

**10 What is the address of the permanent business location?**

This is where you service and repair maritime radio equipment.

The licence can only cover one permanent place of business. You will need to apply for separate licences if you have more than one place of business.

Demonstration of maritime radio equipment can also take place at or from this location. As well as temporary locations that must be notified to the Agency in advance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Contact name \_\_\_\_\_  
Tel \_\_\_\_\_  
Fax \_\_\_\_\_

## CHECKLIST

Have you enclosed payment of the £50 licence fee?

Cheques or postal orders payable to "Radiocommunications Agency".

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 provide any additional information requested may result in a delay of the processing of your application.

## 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 the Radiocommunications Agency in the Register of Data Users and Computer Bureau.

Signature of applicant \_\_\_\_\_

For self and partners (tick if applicable)

Full name (in capitals 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.

## WHERE TO SEND YOUR FORM

Please send your application form and cheque or postal orders to:

**The Aeronautical and Maritime Section**  
**Radiocommunications Agency**  
Wyndham House  
189 Marsh Wall  
London E14 9SX

Enquiries about this form should be made to 020 7211 0212.

