



Coastal Station Radio Training Establishment Licence Application Form

Introduction

This application form must be completed in order to apply for a Coastal Station Radio (CSR) licence to cover the installation of a Maritime radio base station on land within the United Kingdom for the purposes of training and examination of Maritime radio operators.

Please answer fully the questions in the form. The more information we have, the quicker we will be able to process the application. Missing information may delay it. If you give false or misleading information your licence may be revoked and you could be subject to prosecution.

Once complete, this application form should be sent to the Agency's Aeronautical and Maritime Section (AMS) at the address given at the end of the application form. Any queries concerning your application should also be directed to the AMS on 020 7211 0215.

Licences

A licence may be issued only to an individual, a partnership, a company or other corporate body such as a local authority. The application form must be signed by a person who has been duly authorised to do so.

Licences are not transferable

If you are taking over the base station from an existing licensee, you must obtain a new licence, issued in your own name or that of your company.

If a company has simply changed name, it may retain its existing licence. However, it must be reissued in the name of the new company. The Agency must be supplied with a copy of the Certificate of Incorporation of Change of Business name, which is available from Companies House, before it can reissue the licence.

Each CSR installation requires a separate licence, but several base stations for one service may be included on the same licence.

Timescales

The Agency operates quality of service targets for the issue of CSR licences and endeavours to issue all new licences within 15 working days of receiving the completed application form together with the correct fee. However, the time taken to issue a licence can be prolonged by incomplete or incorrect application forms, requests for additional services or the need to co-ordinate the use of frequencies or obtain site clearance.

It is important that applications are submitted as early as possible and no radio equipment should be purchased before a licence has been issued as the Agency may not be able to grant the technical parameters exactly as requested and cannot be held responsible for any financial loss thereby incurred.

DATA PROTECTION ACT 1998

Information given in this form is subject to the provisions of the Data Protection Act 1998 and will be used in accordance with the appropriate entry attributed to the Radiocommunications Agency in the Register of Data Users and Computer Bureaux.

The information on this form is being collected on the authority of the Secretary of State for Trade and Industry and is to be processed for the purpose of issuing a Coastal Station Radio Training Establishment licence. Authority for disclosure remains with the Radiocommunications Agency and any requests for disclosure of information must be made in writing to:

The Data Protection Officer, Radiocommunications Agency, Wyndham House, 189 Marsh Wall, London, E14 9SX.



This information will be made available to the International Telecommunications Union and to the Maritime and Coastguard Agency as well as organisations responsible for port operations within the UK.

SECTION 1 DETAILS OF LICENSEE

1.1 Please indicate your status
Tick **one** box only

- A Private Individual
- A Partnership
- A Registered Company
- A Registered Charity
- Another Body Corporate

1.2 Give the full name of the licensee _____

1.3 Give the name under which the organisation trades if different from the name given in 1.2

1.4 In the case of a registered charity, please give the

- (i) Registration No. _____
- (ii) objectives of the charity _____

1.5 Please supply the name and address of a technical contact who should be contacted concerning your licence, radio services and base station site access

Name _____
Address _____

Tel _____
Fax _____
E-mail _____

1.6 Please give us the name and address of a contact that will deal with payments, your account or any correspondence concerning the licence, if different from the contact given in 1.5

Name _____
Address _____

Tel _____
Fax _____
E-mail _____

1.7 If the licence is to be issued for a registered company please give the Company Registration Number and the address of the registered office of the company

Company Registration Number _____

Name _____

Address _____

Tel _____

Fax _____

E-mail _____

SECTION 2 DETAILS OF THE SERVICE

2.1 Is this an existing service which is being taken over?

Yes

No

(for example: have you acquired the business of another training establishment.)

2.2 If you are taking over an existing service please give the licence number covering the service. Please note that the licence cannot be transferred and that the Agency cannot re-license the service until the previous licence has been cancelled and a new application form completed by the new applicant

SECTION 3 EQUIPMENT DETAILS

Please detail which equipment will be made available to students attending your courses by indicating the amount in the relevant boxes

VHF/DSC

MF/HF/DSC

Inmarsat A terminal equipment

Inmarsat C terminal equipment

Inmarsat M terminal equipment

Inmarsat Mini M terminal equipment

SECTION 4 BASE STATION IDENTIFICATION

4.1 Please indicate Callsigns you intend to use.

4.2 Do you require an MMSI Number?

Yes

No

If yes how many _____

SECTION 5 BASE STATION LOCATION

Please refer to the notes below each table before attempting to enter any information. You must provide information on each base station that you will be operating.

This information will enable the Agency to quickly deal with any interference issue.

5.1 Base station callsign (if already issued) _____

5.2 **Please give:** Address _____
The address of the base station (include _____
the postcode) _____

Postcode _____

5.3 **Give the National Grid Reference (taken from the current 1:50,000 Ordnance Survey Map).**

Grid letters Eastings Northings

If the National Grid Reference is not known, give the latitude and longitude

The application will be delayed if this information is not given or proves to be incorrect. _____

Notes

The precise location of the base station must include a postal address, including a postcode, where applicable. National Grid References should contain two letters, followed by six digits, e.g. TQ 123 987. WGS84 co-ordinates should include degrees minutes East/West followed by degrees and minutes North. The call sign should be unique to your station. You may choose to use the location of the training establishment or operating company.

SECTION 6 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 to provide any additional information requested may result in a delay of the processing of your application.

SECTION 7 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 capital 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

Tel: 020 7211 0215

Fax: 020 7211 0228

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

