



Application Form and Guidance Notes for an On-site PBR Paging and Speech or Self-Select PBR Paging System Licence

An electronic version of this application form is available online. If you would prefer to make your application using the electronic form then please visit the Radiocommunications Agency website at www.radio.gov.uk

Guidance notes

Why a Licence is needed

Note 1

Under the terms of the Wireless Telegraphy Act 1949, it is an offence to install or use radio apparatus without a licence issued by the Secretary of State for Trade and Industry (except for devices specifically exempted from licensing).

Note 2

A licence is required to operate an on-site radio paging system. Such licences will be issued for systems which are designed and intended to provide coverage only within the premises or within the perimeter of a local site which is completely within the applicant's control.

Note 3

The submission of an application form for a licence does not permit operation of the equipment. Until the licence has been issued and received by the applicant, even the installation of equipment is an offence under the Wireless Telegraphy Act.

Note 4

Responsibility for obtaining and paying for a licence rests with the user of the system, not with the supplier of the equipment. You may need the help of your equipment supplier to complete the technical part of the form. However, it must be signed and submitted by you the licensee as you will be responsible for the service.

Please enclose the correct licence fee.

Radio interference

Note 5

Since the operation of a new paging system may cause interference to existing users, your supplier may consider it necessary to

carry out compatibility tests before you proceed with your licence application.

Note 6

Once installed and operating, the equipment must not cause undue interference to any other wireless telegraphy equipment. If it does, you may be required to cease operating until the cause of interference has been rectified. No protection will be given from interference radiated by other authorised services, or from industrial, scientific and medical equipment. But if you do have problems you should contact the RA.

Applicant details

Note 7

A licence can only be issued to a legal entity the "end user" who is the "Licensee". The Agency recognises one of the following: Individual or Sole Trader, Partnership, Public Limited Company, Limited Company, Incorporated Association. Other legal entities include registered charities, schools, universities, etc.

For a Partnership, give the full name of one partner, (this partner must also sign the declaration on page D) and supply a list of the full names of all partners on the declaration.

Licence and site details

Hospital applicants

Note 8

Hospitals will be allocated specifically reserved frequencies for On-site Hospital Paging and Emergency Speech Systems Licences at 31 MHz or 49 MHz. Speech is not normally permitted, but as an exception, outgoing speech at 161 MHz and 164 MHz is permitted for use in EMERGENCY SITUATIONS ONLY.

Base and mobile transmitter details

Note 9

Base station National Grid Reference

This reference is obtainable from an Ordnance Survey map and is made up of two letters followed by six figures, for example: AB 123 456.

Note 10

Equipment used must comply with IR2003.

Fee Payment

Note 11

See enclosed insert RA123.

Note 12

Cheques or postal orders should be made payable to the "Radiocommunications Agency" and crossed "A/C Payee". The appropriate fee should be forwarded with the application form(s) to the Agency Cashier. Please refer to page D for details.

Note 13

Certain Crown bodies including NHS Hospitals, Ambulance Services and Trusts may have fees settled by an omnibus payment from an Official Government Department. If you are in any doubt, please contact the Agency.

Note 14

The licence(s) must be renewed every 3 years or 1 year in the case of On-site PBR Local Communications Systems. Details of fees are shown in the enclosed insert RA123. Although paying the renewal fee on or before the renewal date is the responsibility of the licensee, a reminder will normally be sent. If the renewal fee is not paid by the due date, the licence will expire and continued use of the equipment will be an offence under the Wireless Telegraphy Act 1949.



Application Form for an On-Site PBR Paging and Speech or Self-Select PBR Paging System Licence

- Before completing this form, please read the accompanying guidance notes. In addition, you may find it helpful to read the information sheet RA242 which sets out the Agency's policy for local radio paging.
- Please complete this form in Block Capitals in dark ink or typescript.
- Please keep a copy of the completed application form and detach the guidance notes for your future reference.
- If you have any questions about completing this form, the current licence fees or require further advice, you are welcome to contact your local licensing office, the address is given in the enclosed insert RA123, or contact head office at:

RA2/ Private Business Systems Unit
Radiocommunications Agency
 Wyndham House
 189 Marsh Wall,
 London E14 9SX
 Telephone 020 7211 0200
 Fax 020 7211 0118
 e-mail michael.oliver@ra.gsi.gov.uk

Please give the RA Ref. number quoted on the "Paging Frequency Clearance Reply" form _____

SECTION A APPLICANT DETAILS

- 1 Please give the details of the company, authority, firm or individual in whose name the licence is required.**

For a Public Limited Company, Limited Company or Incorporated Association this must be the registered office address. Please also give the registration number.

A licence can only be issued to a legal entity: The Agency recognises one of the following: Individual or Sole Trader, Partnership, Public Limited Company, Limited Company, Incorporated Association.

- 2 Please give the name and address to which the licence fee reminders should be sent and accounting enquiries directed if this is different from question 1 above.**

- 3 If the Agency needs to obtain any further information about this application, who may they contact?**

Name _____

Address _____

_____ **Postcode** _____

Telephone/Fax _____

(please include STD code)

e-mail _____

Registration number _____

Name _____

Address _____

_____ **Postcode** _____

Telephone/Fax _____

(please include STD code)

Name _____

Telephone/Fax _____

(please include STD code)

e-mail _____

SECTION B**LICENCE DETAILS****4 What type of licence are you applying for?***Please tick one box only*

- a Self-Select PBR One-way Paging Systems HF (26MHz) VHF (49MHz) UHF (459MHz)
- b On-site PBR One-way Paging and Speech Systems UHF (459MHz)
- c On-site PBR Hospital Paging and Emergency Speech Systems
- d On-site PBR Local Communications Systems (Two-way communications)

5 If you are already licensed to operate one or more systems in the category ticked in question 4, please give your licence number.

6 Please tick the box if this application is for the replacement of existing equipment rather than for a new system

SECTION C**OPERATIONAL SITE DETAILS**

Please ensure that all information requested at questions 7 - 13 is provided.

Failure to complete Section C will result in your application being delayed.**7 Full base station address***(If more than one please list separately)*

Postcode

7a National Grid Reference of base transmitter

(See guidance note 9) e.g. AB 123 456
 Not applicable for type "A" systems

 NGR

A delay will occur in issuing this licence if the NGR is not supplied or is inaccurate

8 The total number of mobiles used in your radio service.

9 Do you require a specific channel and/or CTCSS/DCS

Note: It may not be possible to assign this frequency/tone

Base transmit**Mobile transmit**

(Applicable to Local Communications and Hospital applications only)

CTCSS/DCS

Yes No

_____ MHz

_____ MHz

10 Effective Radiated Power requested

(maximum 2 watts - only the amount of power needed to effect adequate coverage of the site should be requested)

watt(s)

11 The proposed height of the top of the base antenna above ground level in metres

(normal maximum is 10 metres)

12 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

13 Give the call sign that you will use to identify your service (speech systems only)

(The call sign must be no more than 12 characters in length and must not be a place name).

SECTION E**SUPPLIERS DETAILS****14 The name and address of your equipment supplier****Name** _____**Address** _____

_____ **Postcode** _____**Telephone/Fax** _____

(please include STD code)

e-mail _____**DECLARATION**

I have complied with the guidance notes and have fully completed the application form to the best of my knowledge.

Name (Block Capitals) _____ Signed _____

Position held _____ Date _____

NB This application must be signed by the prospective licensee; no other signatory, even if acting on the applicant's behalf, can be accepted.

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 Bureaux.

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 approving the application and issuing an on-site radio paging (standard) licence or local communications licence.

CHECKLIST

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

Have you enclosed payment for the licence fee? Details are contained on the insert RA123. Cheques or Postal Orders payable to "Radiocommunications Agency". If you are unable to calculate the licence fee payable, the Agency will inform you upon receipt of the application form.

WHERE TO RETURN YOUR FORM

When you have completed the form and signed it, please send it together with the fee payment as follows:

If you are applying for licence type "a" (ie 26MHz, 49MHz, or 459MHz Self-Select PBR One-way Paging) please send your completed form with payment to:

The Cashier, Radiocommunications Agency, Wyndham House, 189 Marsh Wall, London, E14 9SX

If you are applying for licence type "b, c or d" please send your completed form with payment to your local licensing centre (see enclosed RA123).