
Short-term Restricted Service Licences

Guidance notes for licence applicants and licensees

General disclaimer

1. These notes are intended to help Short-term Restricted Service licence ('SRSL') applicants understand the licensing process. The guidance notes should not be relied upon as legal advice, or be understood as modifying the effect of the statutory requirements or the conditions of the licence.
2. Applicants should seek their own legal advice on the licensing process and requirements, and when making their own independent assessment of the information that should be included in their application.
3. In providing the information in these guidance notes, Ofcom is not making, or implying any judgements on the commercial prospects (or otherwise) of licensed services, or that they will be profitable.
4. Ofcom makes no representation or warranty, express or implied, with respect to information contained in these guidance notes (together with the standard form licence and other documents referred to in this document) or with respect to any written or oral information made or to be made available to any potential applicant or its professional advisers. Any liability therefore is expressly disclaimed.
5. These guidance notes may be updated from time to time. Applicants should check Ofcom's website to make sure they are using the most recent version. Applicants should also be aware that certain key features, such as fees, procedures and content rules, may change in the future.
6. Application forms must be signed by the duly authorised individual on behalf of the applicant¹ and submitted in hard copy to:

Broadcast Licensing
Ofcom
Riverside House
2a Southwark Bridge Road
London
SE1 9HA

If you have any queries you can contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).

¹ In the case of: a) an individual, the individual should sign the form; b) a company, this will be the company secretary or clerk; c) a partnership, this will be a partner or another person who is in control of the business; and d) an unincorporated body or association, this will be a member of the organisation's governing body. The form must not be signed by an agent acting on behalf of the applicant.

Table of Contents

Contents

General disclaimer	2
Table of Contents	3
What is a Short-term Restricted Service licence ('SRSL')?	5
Before you apply for an SRSL	6
Submitting a valid application.....	6
General Approach	6
Applying for a trial service.....	7
Applying to cover an event or religious period or festival.....	7
Applications in periods of high demand	8
Description of the licensed service	9
Extended duration SRSLs	9
Timescales.....	11
Launch of new permanent services	12
SRSL fees	12
Application fee	12
Licence fees.....	12
Amendment/postponement fees.....	13
Payment methods.....	13
Copyright.....	14
Completing your application form.....	15
Applicant's details.....	15
Sources of funding	15
Applicant's eligibility to hold a licence to broadcast	16
Eligibility requirements.....	16
Ownership restrictions	16
The proposed service.....	17
Name of the licensed service.....	17
Content	17
Advertising and sponsorship	18
Technical matters.....	18
Studio site.....	18
Coverage area	19
Transmitter site	19
Coverage area and power levels	19
Frequencies.....	20
Technical characteristics	21
Radio Data System (RDS)	22

Compliance of the service.....	22
Promotional material	23
Application form checklist	24
All applicants:.....	24
In addition, for individuals applying for a licence:	24
In addition, for organisations applying for a licence:	24
Confidentiality requests.....	25
Publication of information about applications and licensed services	25
Data Protection.....	25
Additional technical information	26
Antenna height restrictions	26
Test transmissions	26
Interference problems.....	26
Further information	27
After you have been granted a restricted service licence	28
Changes to contact details.....	28
Compliance of the service.....	28
Retention and production of recordings	28
Complaints relating to the licensed service	28
Compliance with ownership restrictions	28
Sanctions	28
Provision of information to Ofcom.....	29
Frequently asked questions.....	30
Q. How much does a SRSL licence cost?	30
Q. Can I amend my application/licence?.....	30
Q. How long does the licensing process take?.....	30
Q. What are the benefits of submitting an early application?	30
Q. How many SRSL licences can I operate per year?	30
Q. I have had an SRSL licence before – is there a fast-track application process?.....	30
Q. Do I need a compliance officer?	30
Q. Can I provide a service without an SRSL licence?	31
Q. When can I begin broadcasting?	31
Q. I have another question that isn't covered here. Who can I contact?.....	31
A1. Annex 1.....	32
Tariff table	32

What is a Short-term Restricted Service licence ('SRSL')?

7. An SRSL is a short-term radio licence broadcast on AM or FM analogue radio², granted for coverage of events, religious festivals or for trial broadcasts in preparation for applying for a longer-term licence.³
8. SRSLs are usually granted for a maximum of 28 consecutive days and are for small-scale community use. The service is restricted in both coverage and duration to make optimal use of the radio spectrum available for this type of licence, and to satisfy as far as is practicable the level of demand from applicants.
9. SRSLs are generally issued on demand on a first come, first served basis (except in periods of high demand, see paragraph 31), subject to the conditions for their issue being met (as set out in these notes for applicants) and a suitable frequency being available.
10. An individual or organisation may be granted a maximum of two SRSLs within any period of twelve consecutive months, in the same area of the UK. However, only one licence per applicant per year will be granted within Greater London area and other areas within the M25. This is due to extremely limited frequency availability in this area. The exceptions to this are very low power FM in-stadium SRSLs (see paragraph 46).
11. There should usually be a minimum period of four months between the end of a licensee's first licence and the start of the same licensee's second licence.
12. More information on other types of broadcast radio licences that are available, including application forms and guidance notes for applicants, can be found on our website.⁴

² Services that are broadcast from a satellite only, are unlikely to be considered restricted radio services.

³ For the full definition of a restricted radio service, see section 245 of the Communications Act 2003.

⁴ Available at: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing>

Before you apply for an SRS�

13. This section contains important information you should read before submitting your SRS� application form.

Submitting a valid application

14. The application form for SRS� licences can be found on the Ofcom website.⁵ Applications can only be made using this form. Applicants should ensure that they always refer to the most recent version of these guidance notes and use the application form on our website when submitting their application. We will not accept applications made on previous versions of the application form.
15. We encourage applicants to download the editable version of the application form from our website and complete it on a computer. Ofcom will accept handwritten application forms, but they must be filled in using block capitals and black ink. We will not accept illegible application forms.
16. You must fill in all sections of the application form. If a section is not applicable, you should indicate this by writing “N/A”. The declaration in section 11 of the application form must be signed and dated, and the form submitted in hard copy to the address listed at paragraph 6.
17. Applications which Ofcom does not consider to be complete will not be processed.

General Approach⁶

18. Ofcom’s general approach is to consider licence applications on a ‘first come, first served’ basis. An application must be submitted at least eight weeks before the first date for which the licence is required. This allows Ofcom sufficient time to process the application, identify a suitable frequency and collect licence fees. Applications received after the eight-week deadline are unlikely to be accepted.
19. Applications are likely to be rejected if received more than six months in advance of the intended start date of broadcasting.
20. Under certain circumstances, Ofcom may wish to consult a third party, for legal or other reasons (see paragraphs 131 to 134).
21. If you are completing the form as an agent, i.e. you are acting on the applicant company or individual’s behalf, please make this clear in an accompanying letter, and provide evidence of

⁵ Available at: <https://www.ofcom.org.uk/data/assets/file/0019/10576/RSL-Application-form-2016-updated-links.docx>

⁶ For periods of high demand (such as Ramadan) we may not apply our general first come, first served approach. Instead, Ofcom may invite applications to be submitted within a specified window and different timescales are then likely to apply (see paragraphs 31 to 38).

your authority to act on behalf of the applicant. The form should be filled in so as to include information about the applicant, not the agent. If there are further clarifications required by Ofcom once the application has been submitted these will be made to the applicant, not to the agent. The form must be signed by the applicant itself, not by the agent acting on its behalf (see footnote 1 on page 2 for more information).

22. The application form must be accompanied by the application fee (see paragraphs 57 to 59) and the supporting documents detailed in the checklist (see paragraph 130). If any document is not in English, it should be submitted with a translated copy.
23. If the applicant is an individual, the full name of the applicant should be given in the application form and this should match exactly the name in the individual's passport or UK driving licence, a copy of which must accompany the application. We also require a copy of a recent utility bill (from the last three months) to verify the applicant's current home address.

Applying for a trial service

24. A 'trial' service can be applied for when an applicant has longer-term plans to run a permanent commercial or community radio station and wishes to first test how their service is likely to sound and to gauge likely audience and advertisers' response.
25. SRSLs for 'trial' services will usually only be granted in geographical areas which are currently listed on Ofcom's community radio licensing timetable⁷ or planned re-advertisement timetable of commercial radio licences.⁸ Please note that at present Ofcom is not undertaking any new analogue commercial radio licensing, although we are re-licensing existing services.
26. Applications for SRSL 'trial' services in geographical areas that do not appear on either of these two lists will not usually be considered. Therefore, applicants applying for a 'trial' service should clearly state the future licensing opportunity, as set out in Ofcom's published timetables, that the SRSL is in preparation for.

Applying to cover an event or religious period or festival

27. If an SRSL is for the purpose of broadcasting coverage of an event, the applicant must provide Ofcom with a letter of support from the event organiser. If broadcasting for a religious period or festival, we require a letter of support from the head of an appropriate local religious body or place of worship (e.g. a mosque, church, temple or gurdwara). The signed and dated letter must include:

- The applicant's name;
- The purpose of the broadcast and indicative programme schedule;

⁷ Available at: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/community-radio/community-radio-regions/timetable>

⁸ Available at: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence/timetable-for-analogue-re-ads>

- The dates and duration of the event; and
 - The full name, contact details, position and signature of the event organiser/head of the religious body as described above.
28. Any support letter which does not provide the information set out in paragraph 27, or provides information which conflicts with details in the application form may result in the application being rejected.
29. The duration of any SRSL broadcast should not significantly exceed the duration of the event or religious period or festival that is being covered. We may reject applications if the proposed length of broadcast exceeds the period over which the event is actually taking place.
30. We will not normally grant more than one licence for coverage of an event in the same area (or significantly overlapping with one another). If two or more applications are received with the support of the relevant event organiser or religious body, we will clarify with the event organiser or religious body which applicant he or she wishes to support.

Applications in periods of high demand

31. If we anticipate receiving a large number of applications for broadcasts in the same or similar geographical area during a particular period of time (for example, around Ramadan), we may not apply our usual first come, first served approach. Instead, Ofcom may invite applications to be submitted within a specified window. We will then decide whether the licence should be awarded by means of a draw, taking into account the number of applications received and the availability of suitable frequencies. The dates of the application window will be announced in advance on our website. To ensure you are alerted to these announcements, you may wish to subscribe to our Broadcasting email updates via the option at the bottom of our website's home page (www.ofcom.org.uk).
32. Any application for an SRSL during a period of high demand which is received after the specified window (see above) has closed is likely to be considered only if it is for an area for which we have not already received an application, and subject to the availability of a suitable frequency. Applications received before an application window opens are likely to be rejected.
33. Where Ofcom has not anticipated a large number of applications for broadcasts in the same or similar geographical areas, but receives two or more applications on the same day six months in advance of the requested broadcast dates, which both propose to broadcast to a similar area in a similar time period, we will hold a draw regardless of whether or not the services propose to cover the same event to decide which applicant will be offered a licence.
34. To be eligible to be entered into a draw, each application must be complete, and accompanied by the application fee and all the documents listed at paragraph 130. The application fee should be received into the Ofcom account before the draw takes place.

35. Ofcom will notify applicants if it intends to award a licence via a draw. All draws will be held at Ofcom's offices in London, and applicants will be able to attend a draw in person provided that they give us advance notice of the individuals who will be attending. The draws will usually be recorded and available for viewing on Ofcom's website for a few days after the draw has taken place. All applicants will be informed individually of the outcome of the draw.
36. If an applicant is unsuccessful in the draw process (see above), the application fee will not be refunded.
37. For frequency planning reasons, Ofcom will not normally accept requests for changes to transmitter sites from successful applicants following a draw process.
38. Ofcom reserves the right to vary the rules for the draw process outlined above if it is justified by particular circumstances. However, any change to the draw process will be clearly set out by Ofcom in our communications about the draw.

Description of the licensed service

39. A licence is issued for a specific, named service and authorises the provision of that service only. The licensed service is described in the Annex, which forms part of the licence.
40. Ofcom has a statutory duty to secure the availability throughout the UK of a wide range of television and radio services which – taken as a whole – are both of high quality and calculated to appeal to a variety of tastes and interests. This is why it is a requirement that the programme format of a Short-term Restricted Service should broaden audience choice.⁹ You must provide output that is different from what is available on the commercial and community services in the area where you wish to broadcast. We may reject applications that do not appear to be sufficiently different from a commercial or community radio service in the same area.
41. The only exception to this is in an area where the re-advertisement of a local commercial radio licence is planned. From one year before the planned re-advertisement date, Ofcom may permit trial services of a format similar to the local commercial radio service operated by groups which intend to compete for that local licence. Please see Ofcom's planned re-advertisement timetable of commercial radio licences for more information.¹⁰

Extended duration SRSLs

42. Under some circumstances we will accept applications for up to 28 days of non-consecutive broadcasts from the same transmitter site, extending across an agreed period of time for coverage of a series of events. These broadcasts must take place within a twelve-month period

⁹ As set out in Section 3 of the Communications Act 2003.

¹⁰ Available at: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence/timetable-for-analogue-re-ads>.

(and cannot be postponed to the same event the in the following twelve-month period). Typical uses include football or motor racing seasons. The fee for these licences depends on the overall duration of the licence (as opposed to the number of days the service will broadcast). Please see the tariff table in Annex 1 for fees for extended duration SRSLs.

43. Extended duration SRSLs should be event-focused, including content such as information and commentary, and cover events taking place at the site of the service. These licences are not granted for trial services.
44. Extended duration SRSLs can be licensed either:
 - on FM at a maximum power level of 300 milliwatts (mW) effective radiated power (ERP) (for in-stadium/site coverage only). See paragraph 102 for details;
 - on AM at a maximum power level of 1 watt effective radiated monopole power (EMRP)¹¹; or
 - on FM at a maximum power level of 25 watts ERP, subject to the following:
 - a power level of more than 300mW being required to deliver adequate coverage of the site/venue.
 - the use of a power level above 300mW not impeding our ability to license other SRSLs in neighbouring areas (based on past and known future SRSL activity). For example, we are very unlikely to agree to such requests in any major town/city. This is because an extended duration SRSL may cause a frequency to be unavailable for other broadcasters for some months, and there is a general lack of suitable FM frequencies in many areas of the UK.
45. We must be notified of all proposed changes to extended duration SRSL broadcast dates as soon as possible (e.g. if a sports fixture list changes). If, in exceptional circumstances, and after prior agreement with Ofcom, the usual 28-day limit is exceeded, no additional fee will be payable.
46. When a low-power FM in-stadium/site-only SRSL is proposed, we are also willing to consider a separate application for an extended duration SRSL on AM for the same event, for example to serve people travelling to and from the event.
47. The frequency allocated for an extended duration SRSL may be licensed for other services nearby when the service is not on-air. For this reason, event dates should be specified in advance and Ofcom must be notified of any changes required to broadcast dates.

¹¹ EMRP is the AM equivalent of ERP. The “M” refers to the monopole antenna used for AM transmission.

Timescales

48. We will normally acknowledge applications within two working days. In periods of high demand where we have invited applications within a specified window (see paragraphs 31 to 38), we may not be able to confirm whether we have received other applications for the same period or event in the same area in response to individual queries from applicants, while that window remains open.
49. If an application cannot be considered (e.g. because: it is illegible; the correct fee has not been submitted; the applicant has used the wrong form; etc.), we will normally return the application form to the applicant along with the credit card details/cheque used to make the application fee payment. If the application fee was paid by BACS, Ofcom will refund the application fee (unless the applicant wishes to re-submit their application).
50. Applications are generally assessed on a first come, first served basis. However, please see paragraphs 31 to 38 for details of our process when we receive a number of applications for one event. Applications will not be assessed until all the requested information has been submitted and payment of the application fee has been received.
51. Applications for which potential issues arise relating to ownership restrictions and eligibility requirements (see paragraphs 84 to 85 of these notes) may take longer to assess. Applicants with religious objects are also advised to allow longer for the assessment and consideration of their application by Ofcom in the light of the Guidance for religious bodies applying for a Broadcasting Act licence.¹²
52. Ofcom has a duty to ensure that it does not license bodies with objects which are of a wholly or mainly political nature. If questions arise on this issue, an application may take significantly longer than usual for Ofcom to consider.
53. In cases where Ofcom has instigated sanctions procedures against an existing Licensee which may lead to the revocation of any licence(s) it holds, it will not generally consider any applications for new licences by the same licensee or by a person/body connected to that licensee until such time as that aspect of the sanctions procedure is concluded. Similarly, Ofcom will not generally consider transfer applications either to or from a licensee while a sanctions procedure which may lead to licence revocation is ongoing.
54. To be able to fully consider an application, we may need to request further information or clarification from the applicant. If we don't receive a response to a request for further information by the deadline provided in the correspondence, we will consider the application to have lapsed. To avoid this, please ensure that any contact details provided in your

¹² Available at: https://www.ofcom.org.uk/data/assets/pdf_file/0028/88219/Guidance-for-religious-bodies.pdf

application form are correct, and ensure that you respond promptly to any further enquiries from us.

Launch of new permanent services

55. It is our view that new local commercial and community radio services must be provided with a reasonable opportunity to establish themselves with listeners and, where relevant, advertisers in their area. Therefore, during the period starting one month before a commercial or community station's launch and ending three months after the launch, we will not normally license SRSLs within the new station's coverage area.

SRSL fees

56. Please refer to Annex 1 for current SRSL fees. VAT is not payable on SRSL fees.

Application fee

57. The application must be accompanied by the application fee. The current fee is £400 per application and can be paid by BACS or cheque (see paragraphs 72 to 75).
58. If your application is to be included in a draw, and the application fee is not received into Ofcom's account before the draw takes place, the application will not be considered for entry into that draw. See paragraph 34 for further information.
59. Ofcom will only refund the application fee if we are unable to find an available frequency for your service. If your application is put in a draw for a licence due to high levels of competing demand and is not successful in the draw, a refund will not be given.

Licence fees

60. Two licences are required to broadcast a Short-term Restricted Service: a licence under the Broadcasting Act 1990 and a licence under the Wireless Telegraphy Act 2006. Both these licences are issued by Ofcom. Fees for each type of licence are collected separately, and you will therefore be sent two invoices. This is because fees collected for Broadcasting Act licences are used to pay Ofcom's costs in administering SRSLs, whereas the fees for Wireless Telegraphy Act licences are paid to the Government for the use of the spectrum.
61. Licence fees are charged on a daily rate basis in accordance with a published tariff, reviewed periodically. The daily rate charge varies depending on waveband and power level (see Annex 1 to this document).
62. You will be charged for every day in the licence period, including days for testing and any days during the period when you do not broadcast (except in the case of extended duration SRSLs, which have a separate pricing structure).

63. You will need to make the two licence fee payments within the stated payment date (normally two weeks). Invoices can be paid through the Ofcom payment portal¹³, by BACS or cheque. Please use the bank details as at paragraph 73.
64. We do not refund licence fees once the licence has been issued and the broadcast start date has passed.
65. Please note: we will not confirm your frequency or issue licences until you have paid Ofcom all the required fees and all payments have cleared in Ofcom's account.
66. Broadcasts must not commence until Ofcom has granted the licences. Broadcasting without both licences is a criminal offence, and Ofcom will take action if this occurs.

Amendment/postponement fees

67. Any requests to amend details of an application or postpone your broadcast once an application has been accepted must be submitted to Ofcom for approval (e.g. proposed changes to a transmission site, broadcast dates, service name, etc.). If approved, these amendments will incur a non-refundable fee of £200. This charge covers the cost of the work Ofcom must do in these circumstances to clear new frequencies and associated administration.
68. Ofcom reserves the right to reject any change request it considers to be too close to the broadcast start date to be implemented.
69. You may postpone an application for up to twelve months from the original date that you planned to commence broadcasting.
70. After a Wireless Telegraphy Act licence has been issued, the only changes to the frequency that can be considered are for emergency purposes, as re-clearance of the frequency site may be required.
71. Any changes requested by Ofcom will not incur a charge.

Payment methods

72. Different payment methods may take different periods of time to clear in Ofcom's account. It is the applicant's responsibility to check how long their chosen payment method will take to transfer and clear into Ofcom's account and ensure that this enables the payment to reach Ofcom by the specified deadline.
73. **Paying by BACS transfer:** application fees can be paid directly by BACS transfer. Confirmation of payment should be emailed to broadcast.licensing@ofcom.org.uk and a printed copy should be

¹³ Available at: <https://secure.ofcom.org.uk/payments/>

included with your application. Payment details for paying via BACS transfer can be found below.

Account Name: Ofcom
Bank details: Lloyds Bank, 69-73 Borough High Street, London SE1 1NQ
Sort Code: 30-97-90

Broadcast Act licence fees must be paid into account number 00782415

Wireless Telegraphy licence fees must be paid into account number 00740372

Amendment fees must be paid into account number 00782415

Remittances: ar@ofcom.org.uk

Telephone: 020 7783 4930

74. **Paying by cheque:** please make cheques payable to Ofcom. Please provide two cheques, one for the Broadcasting Act fee and the other for the Wireless Telegraphy Act fee, which are invoiced separately.
75. **Paying via the online payment portal:** <https://secure.ofcom.org.uk/payments/>. Credit card payments can only be accepted up to a maximum limit of £5000. You can only pay licence fees by this method, not application fees.

Copyright

76. The licensee is responsible for reaching agreement with those owning copyright or performing rights to any of the material which it proposes to broadcast.
77. If you intend to broadcast recorded or live music, you must contact Phonographic Performance Ltd (PPL)¹⁴ and PRS for Music.¹⁵ We cannot advise on copyright or performing rights requirements and you should contact the relevant bodies directly for such information.

¹⁴ Website available at: <http://www.ppluk.com/I-Play-Music/Radio-Broadcasting/>

¹⁵ Website available at: <https://www.prsformusic.com/licences/broadcasting-music-on-radio/short-term-radio-licence>

Completing your application form

78. This section of the guidance notes provides information on the corresponding sections of the SRSL application form, to help you fill in your application form correctly.

Applicant's details

79. In this section, you must insert the contact details of the applicant along with the company number, where applicable. The applicant can be an individual (over the age of 18), or a body corporate. A body corporate is almost always a (registered) company, although it can also include, for example, some bodies created by statute.

80. Providing correct contact information is important as Ofcom needs to know precisely who to contact for various matters if a licence is granted. See paragraphs 152 to 153 for more details on provision of information to Ofcom.

81. The applicant is asked for contact details for the following contacts:

- **Licence contact:** This is the day-to-day contact for Ofcom on licensing matters. Examples of the type of communication between the licence contact and Ofcom could be questions about the ownership of the licensee; changes to the licence; and responses to information requests. The licence contact is also the emergency contact for Ofcom, who can provide access to the transmitter and authority to shut it down in the event of interference or other problems arising during the broadcast.
- **Compliance officer:** Contact details for Ofcom on matters relating to compliance with the Broadcasting Code and other content-related codes and rules. If we receive a complaint about the licensed service we will contact the compliance officer to request recordings of output. We will correspond with the compliance officer during any investigations into whether content was compliant with our codes and rules.
- **Public contact:** Contact details for publication on the Ofcom website and/or in other relevant Ofcom publications. When a licence is granted, the name of the service, contact details for the licensee, duration of the licence and a brief description of the licensed service are published on the Ofcom website. The name of the licence contact is not published.

82. If you are completing the form as an agent, i.e. you are acting on the individual or applicant company's behalf, please refer to paragraph 21. If we require further information, our questions will be directed to the applicant, not the agent.

Sources of funding

83. Ofcom needs the applicant to provide details about its source of funding so that Ofcom can ensure that the applicant is not disqualified from holding a licence under Schedule 2 of the

Broadcasting Act 1990. For example, where the funder is a political body or, in Ofcom's opinion, appears to be exerting influence over the licensee's activities in a way which may be adverse to the public interest. Such influence may include, for instance, the management of the station and/or the content of its programming, but might also extend to the applicant's other activities.

Applicant's eligibility to hold a licence to broadcast

Eligibility requirements

84. Ofcom is required by law to consider whether a person is "fit and proper"¹⁶ to hold a licence. In determining whether a person is "fit and proper", a number of issues will be considered which could include, but are not limited to:

- Criminal convictions (in any jurisdiction);
- Bankruptcy and insolvency;
- Disqualified directors (if the applicant is a company);
- Removal from a professional or trade body;
- General statutory disqualifications; and
- Previous broadcasting compliance history (e.g. licences held, licence breaches and sanctions).

85. Anyone convicted of an unlicensed broadcasting offence within the last five years is prohibited, under the Broadcasting Act 1990, from holding a licence. An applicant who is granted a licence is also required to ensure that such a convicted person is not involved in the operation of the service, or in the making of its programmes.

Ownership restrictions

86. The Broadcasting Act 1990¹⁷ specifies a number of restrictions on who may hold Ofcom's broadcasting licences. The following are among those who are disqualified from holding a SRSL licence or from controlling a licensed company¹⁸:

- a local authority¹⁹;
- a political body;
- a religious body, other than where Ofcom is satisfied that it is appropriate for a particular person to hold a licence and makes a determination to that effect. If you wish to seek such a determination, please consult the Ofcom Guidance for religious bodies applying for a Broadcasting Act licence²⁰;

¹⁶ Under section 3 of the Broadcasting Acts 1990 and 1996.

¹⁷ As amended by the Broadcasting Act 1996 and the Communications Act 2003.

¹⁸ In accordance with the Broadcasting Act 1990 (as amended).

¹⁹ Except where the service is provided exclusively for the purposes of carrying out the functions of a local authority under Section 142 of the Local Government Act 1972 (as amended) provision by local authorities of information relating to their activities.

²⁰ Available at: https://www.ofcom.org.uk/_data/assets/pdf_file/0028/88219/Guidance-for-religious-bodies.pdf

- any company controlled by any of the above or by their officers or associates;
- an advertising agency or any company controlled by such an agency or in which it holds more than a 5 per cent interest.²¹

87. The term ‘control’ applies in a number of different scenarios. Please see our guidance on the definition of control of media companies for more information.²²

88. If information is relevant to determining whether an applicant is a disqualified person, it is an offence for the applicant to supply false information or to withhold information with the intention of misleading Ofcom. If a person is convicted in such cases, the court may make an order disqualifying the applicant from holding a licence for a specified period. A disqualification order applies to both the individual concerned and to any company of which he or she is a director or involved in the management of (whether directly or indirectly).

The proposed service

Name of the licensed service

89. The applicant chooses the name for their proposed service. It is the responsibility of the applicant to ensure the name can be used.²³ It is the responsibility of the applicant to enter into agreements with the appropriate copyright licensing bodies before commencing broadcasting. The granting of a licence does not constitute a right to use a particular name.

90. Ofcom considers the proposed name of a service in an application to the extent that it may be relevant to the licensing criteria. This could concern, for example, matters relating to the Ofcom Broadcasting Code, such as the use of explicit language that listeners may find offensive. The name of the service will be included in the terms of your licence, and therefore we need to be notified of any proposed change prior to the issue of your licence.

91. The name of the service, along with the frequency, should be broadcast at regular intervals.

Content

92. Applicants must provide information about the proposed programme content and how it is relevant to listeners at the event or in the geographical area for which the licence is required. A summary of intended programme content will be incorporated in the licence. Please see question 6.7 of the SRSL application form. Please provide details of the following:

²¹ Under the Broadcasting Act 1990 (as amended), an “advertising agency” means an individual or body corporate who carries on business as an advertising agent involved in the selection and purchase or advertising time or space for the person who wishes to advertise (section 202 (7)(a) of the 1990 Act).

²² Available at: https://www.ofcom.org.uk/_data/assets/pdf_file/0022/45292/media_statement.pdf

²³ Ofcom’s statutory remit does not extend to intellectual property matters, and it is for you to satisfy yourself that the proposed name of the service will not cause problems, from your own point of view, with (for example) a similar name for an existing service. Applicants may find it useful to access the UK Patent Office’s website, to check whether their proposed name has already been trademarked (www.ipo.gov.uk/).

- what speech material you propose to broadcast (including any programming of a political or religious nature);
 - plans to broadcast in languages other than English; and
 - any programming from a source other than the applicant or licence holder, noting whether permission has been sought and granted for use of this material.²⁴
93. Ofcom may take enforcement action against a licensee who goes on to depart substantially, and without good reason, from the programme content as set out in the application and summarised in the licence.
94. A Short-term Restricted Service may carry some programme material from the BBC, provided it is only a minor part of the output (and subject to the BBC's permission). Ofcom is prevented under the Broadcasting Acts 1990 and 1996 from issuing SRSs to the BBC. To avoid issues under this legislation and to ensure that listeners are not confused, any programme material from the BBC should not normally be identified on-air as having been provided by the BBC and should not form a substantial part of the output.
95. The use of any programming from a source other than the applicant must be approved by Ofcom. We need details of what is to be broadcast, the source, and timings, and reference to it will be included in the summary of the programme content which forms part of the licence.

Advertising and sponsorship

96. You may sell airtime, as commercial communications – i.e. advertisements (in commercial breaks) and commercial references (in editorial) – provided you follow all requirements of the Ofcom Broadcasting Code²⁵ and the UK Code of Broadcast Advertising²⁶ (i.e. the BCAP Code, enforced by the Advertising Standards Authority). It is important that you are familiar with the provisions of these Codes. Please see our Compliance Checklist for further information.²⁷

Technical matters

Studio site

97. The programme service for a Short-term Restricted Service should normally originate from a studio within, or close to, the transmission coverage area. Please provide us with a studio telephone number, when available.

²⁴ If you propose to broadcast programming from a source other than the licence holder, we need details of what is to be broadcast, the source, and timings.

²⁵ Available at: <http://stakeholders.ofcom.org.uk/broadcasting/broadcast-codes/>

²⁶ Available at: <https://www.asa.org.uk/codes-and-rulings/advertising-codes/broadcast-code.html>

²⁷ Available at: http://licensing.ofcom.org.uk/binaries/radio/Compliance_checklist_for_radio_broadcasters.pdf

98. If your studio and transmitter are going to be at different locations, you will need to connect them by a leased line, ISDN or radio link.²⁸

Coverage area

99. SRSL licensees should not expect every part of their desired coverage area to receive a perfect signal. There may be some parts of the coverage area that will have poor reception, or no reception at all. This will arise particularly where terrain and building density obstruct signals to a greater extent than typical, and all the more so when the frequency is subject to other incoming signals on the same and adjacent frequencies.²⁹
100. If your service is broadcast on AM (medium wave), the agreed coverage area is for broadcasts during daylight hours. Although the same power level will apply after dark, AM reception may be reduced during this time – sometimes substantially – by incoming interference. Please bear this in mind when planning an SRSL service broadcast on AM (medium wave).

Transmitter site

101. Your transmitter site must be appropriate for the town/location you wish to cover. We reserve the right to reject high sites which may deliver an inappropriately large coverage area for this type of licence. Generally, field strengths and the ease of reception increase closer to the transmitter, so you may have to make a trade-off between the overall area covered and the ease of reception in the core of the target area.
102. It is important that you provide the correct national grid reference (NGR) and full address of your chosen transmitter site. Failure to do so may delay the processing of your application (an incomplete application form may be rejected). Any proposed change to your transmitter site after the submission of your application must be checked and agreed by Ofcom, and is subject to an amendment fee of £200 (see paragraphs 67 to 69).
103. If the application is successful following a draw process, Ofcom will not usually accept changes to the station's transmitter site.

Coverage area and power levels

104. SRSL licences are issued for coverage of a town or part of a city, typically a 3km (2 mile) radius in an urban area, or a 5-7km (3-4 mile) radius in a rural area. Power levels are set accordingly, with account also taken of interference levels, which limit coverage of the service. Coverage

²⁸ If you wish to do this via a radio link, you will need to contact Ofcom's Programme Making for Special Events team. See here for details: <https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/pmse/pmse-technical-info/audio-links/point-to-point>

²⁹ For more information about coverage, you may find it useful to read our document entitled 'Coverage: Planning Policy, Definitions and Assessment'. Available at: http://webarchive.nationalarchives.gov.uk/20090205031507/http://www.ofcom.org.uk/radio/ifi/rbl/car/coverage/pp_def
L

areas and transmitter sites, particularly for the higher power levels on FM, will be scrutinised carefully. Please note the following:

105. The maximum power for which we can license these services is 25 watts effective radiated power (ERP) on FM. This is typically used for rural locations, with a usual 10 watts maximum in urban areas.
106. A low power (1 watt ERP) option is available on FM, where very localised coverage only is required (e.g. for a drive-in cinema, or to cover a campsite).
107. 1 watt effective radiated monopole power (EMRP) is the maximum available on AM.
108. In-stadium or on-site based SRSLs (for coverage within an enclosed sports venue or building) for an extended period (e.g. coverage of rugby or football matches) will be licensed at a maximum power of 300mW ERP on FM, to facilitate coverage within the venue only.
109. For an extended period (for coverage of a series of events only), up to 25 watts ERP on FM may be considered for coverage of a larger site/venue, but only in areas of low SRSL activity (see paragraphs 42 to 47).

Frequencies

110. The coverage obtained on a given frequency for a given power and aerial height varies according to the levels of interference present. Generally speaking, restricted services are likely to experience higher levels of interference, especially on the fringes of their coverage area, than commercial radio and BBC stations. You may find that other restricted services, including ones you have previously operated, have lower levels of interference. This is due to increasingly congested spectrum.
111. Stereo transmission is permitted; however, you may prefer to transmit in mono to offset the effect of interference from other services. This may increase your effective coverage area.
112. In the case of FM frequencies for in-stadium use, Ofcom will usually only regard frequencies as suitable if they are subject to very high levels of interference (e.g. approximately 40dB ($\mu\text{V}/\text{m}$) at 10m receiving height for co-channel interference). This condition is to avoid limiting the availability of FM frequencies for other services (such as standard SRSLs or community radio stations) for the duration of the restricted service.
113. You may request a preferred frequency on the FM or AM band. However, there is no guarantee that a requested frequency can be cleared, and you should not assume that if you have had a particular frequency in the past you will get it again. There can also be no guarantee that an available frequency will be found on your preferred waveband, given that suitable frequencies in metropolitan areas are scarce.

114. Each approved application will have a suitable frequency identified and cleared. The frequency clearance process allows Ofcom to carry out the necessary checks to ensure that the proposed frequency is suitable. Applications should be submitted as early as possible to enable prompt frequency clearance. Early application is particularly important in areas of high demand and few suitable FM frequencies (e.g. Greater London). In such areas we may have to turn down applications due to the lack of suitable FM frequencies.
115. If an application is received early enough, and accompanied with the required fees, we aim to get official clearance confirmed up to two months in advance of the proposed on-air date (provided you have paid Ofcom the necessary fees – see below). We cannot accept applications submitted less than eight weeks before the requested on-air date.
116. Confirmation of frequency clearance and allocated frequency will be provided when your fees have been paid and your licence has been issued. At this stage, details of your frequency will be placed on our website alongside other information relating to your broadcast (see paragraph 134). Ofcom reserves the right to change an allocated frequency, if necessary.

Technical characteristics

117. The technical conditions governing the installation and operation of Short-term Restricted Services are set out in this document and in Ofcom’s Engineering Code.³⁰ At the time of application, we require an undertaking that transmission equipment (including aerials) complies with these technical conditions. We need to be satisfied that these are acceptable before the necessary licences can be granted. We deal directly with applicants regarding all aspects of transmission characteristics and frequency clearance. Please note that your equipment may be inspected, and your transmissions monitored by Ofcom’s Technical Investigation Officers.
118. Applicants should take note of section 1.2 of Ofcom’s Engineering Code, in particular the need for compliance with EC Directive 1999/5/EC on radio equipment (the R&TTE Directive), as embodied by Statutory Instrument 2000 No. 730. This only applies to newly installed transmitters, which are required to either carry to appropriate CE stamp indicating compliance, or be accompanied by a bill of sale, indicating purchase prior to 8 April 2000. The serial number and manufacturer’s name, matching those on the equipment concerned, must also be included on the bill of sale. Frequently asked questions regarding these rules are available on Ofcom’s website.³¹

³⁰ Available at: https://www.ofcom.org.uk/tv-radio-and-on-demand/information-for-industry/guidance/tech-guidance/eng_code

³¹ Available at: http://stakeholders.ofcom.org.uk/spectrum/technical/rtte/rtte_faq/

Radio Data System (RDS)

119. The Radio Data System (RDS) enables data to be transmitted to radio receivers via a radio signal. RDS is used for a variety of functions, such as scanning for traffic information or displaying text (in the form of a programme service name) on a radio's display screen.
120. If you wish to change your programme service name, you must obtain consent in advance from Ofcom. Scrolling RDS programme service names are not permitted.
121. If your service will feature regular traffic bulletins, you may wish to use RDS to alert drivers that a traffic announcement is about to be broadcast. This is done through the use of traffic programme (TP) flags, which informs car radios that your station broadcasts traffic bulletins. TP flags must be used in conjunction with traffic announcement (TA) flags, which cause an increase in the volume to a predefined level and a relevant message to be displayed on screen. Transmission of the TP flag is not permitted unless dynamic control of the TA flag is available.
122. If you intend to transmit radio data through a RDS, you must indicate this on your application form to allow for us to allocate a programme identification (PI) code. A PI code is required by all licensees intending to transmit RDS information.
123. All RDS data must be accurate, and in accordance with IEC62106, the international standard for RDS.
124. For further information on technical matters, see the section entitled "Additional technical matters" below.

Compliance of the service

125. The applicant must ensure that all content to be included in the proposed licensed service will be able to comply with the relevant codes including, but not limited to:
- the Ofcom Broadcasting Code (incorporating the Cross-promotion Code), which sets out the rules for the content of programmes³²;
 - the BCAP Code: the UK Code of Broadcast Advertising³³, which sets out the rules for the content of broadcast advertising.
126. Before you submit your application, you should refer to Ofcom's Compliance Checklist for further details of the codes and rules you should consider.³⁴ The checklist is intended to help applicants and new licensees understand the obligations and rules with which they must

³² The Broadcasting Code is available at: <https://www.ofcom.org.uk/tv-radio-and-on-demand/broadcast-codes/broadcast-code> and the associated guidance can be found at: <https://www.ofcom.org.uk/tv-radio-and-on-demand/information-for-industry/guidance/programme-guidance>

³³ Available at: <https://www.asa.org.uk/codes-and-rulings/advertising-codes/broadcast-code.html>

³⁴ Available at: https://www.ofcom.org.uk/data/assets/pdf_file/0023/44636/compliance_checklist_for_radio_broadcasters.pdf

comply as a condition of their Ofcom licence to broadcast. Prospective licensees must be aware of the potential scope of their regulatory responsibilities so that robust compliance procedures can be planned and financed at an early stage.

127. The applicant must be able to adopt procedures that are acceptable to Ofcom for ensuring that the proposed licensed service will comply with the requirements of the licence, including complying with any direction issued by Ofcom. Such procedures may include:

- ensuring that staff fully understand the licence requirements (including compliance with relevant codes and rules) and the programme and advertising standards that apply to the service; and
- making arrangements for the adequate clearance of advertising.
- Applicants should be aware that licensees must supply details of their compliance procedures to Ofcom, if we request them.

128. If you are granted a licence, you must retain, or arrange for the retention of, recordings of everything broadcast on the licensed service for a period of 42 days. If Ofcom receives a complaint regarding the broadcast, we will request a copy of the recordings in order to assess the complaint. Recordings must be of a standard and in a format which allows Ofcom to listen to the material as broadcast. The licensee must also provide Ofcom with scripts or transcripts of any material included in the service when requested to do so.

129. SRSL transmissions will be required to comply with Ofcom's Engineering Code.³⁵

Promotional material

130. The fact that the service is being broadcast on a restricted service licence and its duration must be made clear both on-air, and in written promotional material. It should not be implied that a restricted service is any other type of licensed service.

³⁵ Available at: https://www.ofcom.org.uk/tv-radio-and-on-demand/information-for-industry/guidance/tech-guidance/eng_code

Application form checklist

131. The application form must be accompanied by the supporting documentation. The application will not be processed until all the supporting documentation has been received. This is listed below:

All applicants:

- If you are an agent, a letter authorising you to act on the applicant's behalf.
- The application fee of £400 payable by cheque made out to 'Ofcom'; by credit card; or by BACS (if paying the application fee by BACS please submit a copy of the BACS remittance with your application).
- If your SRSL is for an event, a letter of support from the event organiser (see paragraph 26 for further information on what the letter should include).
- If your SRSL is for a religious period or festival, a letter of support from the head of an appropriate local religious body or place of worship (e.g. a mosque, church, temple or gurdwara) (see paragraph 26 for further information on what the letter should include).
- An indicative schedule of the content for the proposed service.

In addition, for individuals applying for a licence:

- A copy of the individual's UK passport or driving licence.
- A copy of a recent utility bill from the individual's home address, dated within the past three months.

In addition, for organisations applying for a licence:

- A copy of the Memorandum and Articles of Association (or, if a body corporate without such, the nearest equivalent, e.g. partnership documents or other agreements, along with a translation, if it is not in English), together with copies of any resolution amending or updating them.
- A copy of the last Annual Return (or if the entity is recently established such that it has not yet been required to make that return, a copy of all filings made to Companies House since incorporation).
- The most recent accounts of the applicant (not applicable to recently established entities).
- An organisational chart showing the ownership structure of the applicant company, including percentages for shares held in it and for shares held by it in other companies to which it is connected.

Confidentiality requests

Publication of information about applications and licensed services

132. Please complete the question at the end of the application form telling us if you consider any of the information you provide in your application is confidential. If an applicant asks us to keep part or all of an application confidential, we will treat this request seriously and will try to respect this. However, sometimes we will need to publish such applications, including those that are marked as confidential, in order to meet legal obligations, for example under the Freedom of Information Act 2000.
133. When a licence is granted, the name of the service, contact details for the licensee, duration of the licence and a brief description of the licensed service are published on the Ofcom website. These are the details supplied in the application form. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).
134. Additionally, Ofcom considers issued SRSL licences to be public documents and will make copies of licences available to third parties on request.

Data Protection

135. We require the information requested in the application form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see Ofcom's General Privacy Statement www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement for further information about how Ofcom handles your personal information and your corresponding rights.

Additional technical information

Antenna height restrictions

136. The maximum antenna height for FM or AM transmissions is 20 metres above ground level. We may need to impose power and/or antenna height restrictions in certain areas, such as coastal regions, where an applicant wishes to broadcast on FM, in order to avoid the need for international clearance. We reserve the right to vary agreed maximum power and/or antenna height in any area, should problems occur (e.g. interference to other users of the spectrum).

137. For FM in-stadium services, the radiating aerial should be mounted within the stadium arena, and no higher than the tallest of the principal structures (excluding pylons).

Test transmissions

138. Any time required for test transmissions should be included within the dates for which the licence is requested, meaning that the testing and broadcast period together should not exceed 28 days in total (unless the licence has been granted for a longer period). Announcements made during test transmissions should refer to the fact that they are for a restricted service licence, the duration of the licence and the name of the service.

Interference problems

139. It is important that you have reliable technical assistance. Failure to do so can lead inadvertently to interference to other authorised spectrum users (such as the emergency services) and Ofcom taking action to close the station until the problem is resolved. Licence conditions must be strictly adhered to. The station should additionally be designed, constructed, maintained and operated that its use does not cause any interference with any wireless telegraphy or other services.

140. Any unauthorised action to increase the power level beyond the maximum permitted, or otherwise to alter the characteristics specified in the licence, will be treated very seriously by Ofcom, and may result in Ofcom revoking the licence and disqualifying the licensee from holding future licences. The licensee will be held responsible if any terms of the Wireless Telegraphy Act licence or the Broadcasting Act licence are not adhered to.

141. If, within your designated service area, you should suffer from interference on your allocated frequency during your broadcast or discover another service on your frequency, please call 020 7981 3131 (selecting option 2 for interference) or visit the Interference Complaints section of our website.³⁶

142. Please be aware that Ofcom cannot give compensation for disruption to your service by the actions of an illegal operator.

³⁶ Available at: <https://www.ofcom.org.uk/spectrum/interference-enforcement/interference-complaints>

Further information

143. For further information relating to SRSL technical matters, please contact:

Broadcast Radio Engineering team

Ofcom

Riverside House

2a Southwark Bridge Road

London

SE1 9HA

Email: BroadcastRadioEng@ofcom.org.uk

After you have been granted a restricted service licence

144. This section sets out key information you may find useful throughout the duration of your licence.

Changes to contact details

145. If there are any changes to the broadcaster's contact details once the licence is granted, the licensee must inform Ofcom immediately by submitting the contact update form available on our website.³⁷

Compliance of the service

Retention and production of recordings

146. The licensee must retain, or arrange for the retention of, recordings of everything broadcast on the licensed service for a period of 42 days. If Ofcom requests a copy of any broadcast material, the licensee must provide this by the deadline given. Recordings must be of a standard and in a format which allows Ofcom to listen to the material as broadcast. The licensee must also provide Ofcom with scripts or transcripts of any material included in the service when requested to do so.

Complaints relating to the licensed service

147. Licensees must ensure that they have in place procedures acceptable to Ofcom for the handling and resolution of complaints about their service.

148. The licensee must also comply with all the specific provisions relating to fairness complaints (such as the provision of transcripts, copies of documents and correspondence related to the complaint, recordings etc. to Ofcom and the complainant).

149. If requested by Ofcom, the licensee must publicise Ofcom's functions in relation to complaints.

Compliance with ownership restrictions

150. The Broadcasting Act 1990 lays down a number of restrictions on who may hold Ofcom's broadcasting licences. The licensee is obliged to comply with these ownership restrictions and failure by a licensee to do so will constitute a breach of the licence which, if not rectified, may result in revocation of the licence.

Sanctions

151. Ofcom can impose sanctions on a licensee for serious, deliberate, repeated and/or reckless breaches of the licence conditions (for example, if broadcast content does not comply with the

³⁷ Available at: <https://licensing.ofcom.org.uk/binaries/tv/UpdateForm.pdf>

relevant codes). The sanctions available to Ofcom range from requiring the licensee to broadcast a statement of Ofcom’s findings on their service, to the imposition of a financial penalty on the licensee, and/or revocation of the licence. For further information about sanctions, please consult Ofcom’s Procedures for the consideration of statutory sanctions in breaches of broadcast licences.³⁸

Provision of information to Ofcom

152. The licensee must supply to Ofcom by the deadline provided, any information that we may require for carrying out our duties. This includes (but is not limited to) information about the licensee’s corporate structure (if a company or other type of organisation), or any information that Ofcom may need to determine whether the licensee is on any ground a “disqualified” person.³⁹ Please note that the requirements in the licence for the provision of information to Ofcom are broad, and that this is only a brief overview.

153. You should notify Ofcom in writing at the below address immediately of the following changes:

- Changes in management, key staff and contact details.
- If a court judgment is passed against the licensee or the licensee is convicted of a criminal offence.

Broadcast Licensing
Ofcom
Riverside House
2a Southwark Bridge Road
London
SE1 9HA

³⁸ Available at: https://www.ofcom.org.uk/_data/assets/pdf_file/0030/71967/Procedures_for_consideration.pdf

³⁹ Under Schedule 2, Part II of the Broadcasting Act 1990.

Frequently asked questions

Q. How much does a SRSL licence cost?

A. The application fee is £400. If your application is successful, you will then be required to pay two licence fees – one licence fee for your Wireless Telegraphy Act licence and another for your Broadcasting Act licence. These fees vary based on the duration of the licence, the power of the transmission and the frequency used. Please see paragraphs 56 to 66 and Ofcom’s RSL tariff table at Annex 1 for further information.

Q. Can I amend my application/licence?

A. Yes, subject to an amendment fee of £200 (see paragraphs 67 to 71).

Q. How long does the licensing process take?

A. Eight weeks is the minimum length of time it takes to complete the licensing process.

Q. What are the benefits of submitting an early application?

A. If you choose to submit your application six months in advance, this will not mean your licence is granted earlier, but frequencies are generally allocated on a first come, first served basis, so it may increase the chance that you will be allocated your preferred frequency. We will not process your application until close to your proposed broadcast start date.

Q. How many SRSL licences can I operate per year?

A. An individual or organisation may be granted a maximum of two SRSLs within any period of twelve consecutive months, in the same area of the UK. Due to extremely limited frequency availability, only one licence per applicant per year can be granted within Greater London and the other areas within the M25 motorway. There should normally be a minimum period of four months between the end of a licensee’s first licence and the start of the same licensee’s second licence.

Q. I have had an SRSL licence before – is there a fast-track application process?

A. No. There is no fast-track process for applications. Previous licensees must follow the same process as other licence applicants.

Q. Do I need a compliance officer?

A. Yes, the compliance officer should assist the licensee in ensuring that all content included in the service complies with the relevant codes (see paragraphs 125 to 129). The compliance officer can be the same person who is listed as the licence contact in the application form.

Q. Can I provide a service without an SRSL licence?

A. No. Broadcasting without a licence is a criminal offence.

Q. When can I begin broadcasting?

A. Broadcasting can commence from the start date stated on the issued licences.

Q. I have another question that isn't covered here. Who can I contact?

A. If you have any queries you can contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk) or at the below address:

Broadcast Licensing
Ofcom
Riverside House
2a Southwark Bridge Road
London
SE1 9HA

A1. Annex 1

Tariff table

Daily charges for short-term RSLs

	B Act fee*	WT Act	Total	B Act	WT Act	Total	B Act	WT Act	Total fees
	1 Watt AM			1 Watt FM			Above 1 Watt FM (Up to 25 watts)		
Daily Rate	£10.00	£15.00	£25.00	£10.00	£25.00	£35.00	£30.00	£40.00	£70.00
Days on air									
1	£10.00	£15.00	£25.00	£10.00	£25.00	£35.00	£30.00	£40.00	£70.00
2	£20.00	£30.00	£50.00	£20.00	£50.00	£70.00	£60.00	£80.00	£140.00
3	£30.00	£45.00	£75.00	£30.00	£75.00	£105.00	£90.00	£120.00	£210.00
4	£40.00	£60.00	£100.00	£40.00	£100.00	£140.00	£120.00	£160.00	£280.00
5	£50.00	£75.00	£125.00	£50.00	£125.00	£175.00	£150.00	£200.00	£350.00
6	£60.00	£90.00	£150.00	£60.00	£150.00	£210.00	£180.00	£240.00	£420.00
7	£70.00	£105.00	£175.00	£70.00	£175.00	£245.00	£210.00	£280.00	£490.00
8	£80.00	£120.00	£200.00	£80.00	£200.00	£280.00	£240.00	£320.00	£560.00
9	£90.00	£135.00	£225.00	£90.00	£225.00	£315.00	£270.00	£360.00	£630.00
10	£100.00	£150.00	£250.00	£100.00	£250.00	£350.00	£300.00	£400.00	£700.00
11	£110.00	£165.00	£275.00	£110.00	£275.00	£385.00	£330.00	£440.00	£770.00
12	£120.00	£180.00	£300.00	£120.00	£300.00	£420.00	£360.00	£480.00	£840.00
13	£130.00	£195.00	£325.00	£130.00	£325.00	£455.00	£390.00	£520.00	£910.00
14	£140.00	£210.00	£350.00	£140.00	£350.00	£490.00	£420.00	£560.00	£980.00
15	£150.00	£225.00	£375.00	£150.00	£375.00	£525.00	£450.00	£600.00	£1,050.00
16	£160.00	£240.00	£400.00	£160.00	£400.00	£560.00	£480.00	£640.00	£1,120.00
17	£170.00	£255.00	£425.00	£170.00	£425.00	£595.00	£510.00	£680.00	£1,190.00
18	£180.00	£270.00	£450.00	£180.00	£450.00	£630.00	£540.00	£720.00	£1,260.00
19	£190.00	£285.00	£475.00	£190.00	£475.00	£665.00	£570.00	£760.00	£1,330.00
20	£200.00	£300.00	£500.00	£200.00	£500.00	£700.00	£600.00	£800.00	£1,400.00
21	£210.00	£315.00	£525.00	£210.00	£525.00	£735.00	£630.00	£840.00	£1,470.00
22	£220.00	£330.00	£550.00	£220.00	£550.00	£770.00	£660.00	£880.00	£1,540.00
23	£230.00	£345.00	£575.00	£230.00	£575.00	£805.00	£690.00	£920.00	£1,610.00
24	£240.00	£360.00	£600.00	£240.00	£600.00	£840.00	£720.00	£960.00	£1,680.00
25	£250.00	£375.00	£625.00	£250.00	£625.00	£875.00	£750.00	£1,000.00	£1,750.00
26	£260.00	£390.00	£650.00	£260.00	£650.00	£910.00	£780.00	£1,040.00	£1,820.00
27	£270.00	£405.00	£675.00	£270.00	£675.00	£945.00	£810.00	£1,080.00	£1,890.00
28	£280.00	£420.00	£700.00	£280.0	£700.0	£980.00	£840.00	£1,120.0	£1,960.00

* B Act fee: Broadcasting Act licence fee

** WT Act fee: Wireless Telegraphy Act licence fee

Extended duration short-term RSL tariff table:

	Duration	B Act fee*	WT Act fee**	Total
1W AM	29 – 140 days	£675	£420	£1095
1W AM	140 days +	£1250	£420	£1670
300mW to 25W FM	29 – 140 days	£1000	£700	£1700
300mW to 25W FM	140 days +	£1550	£700	£2250
Application fee				£400
Amendment fee				£200