

Ofcom application form OfW102

Application for the Issue or Variation of a Satellite (Permanent Earth Station) Licence

Before completing this form please read the **Guidance Notes** starting on page 5.

This form should be used to apply for a new site licence for permanent earth stations or to apply to vary an existing site licence. A site licence can incorporate any number of permanent earth stations that are located within 500 metres of a nominated site centre.

The technical parameters of each earth station 'deployment' must be provided by the applicant in a separate spreadsheet, which you can obtain by emailing spectrum.licensing@ofcom.org.uk. For licensing purposes, an earth station 'deployment' is a unique 'path' between an earth station and a satellite. A separate spreadsheet is required to define each earth station deployment.

If you wish to modify the technical parameters of an existing earth station deployment on a licence, please request a copy of the spreadsheet containing the parameters of the existing deployment. Please note that the technical information you provide will be used in the coordination procedure with other users of the radio spectrum.

Please ensure this application form is signed and dated at the bottom and use capitals throughout. Please also keep a copy of the completed application form.

How we use data

We require this information in order to carry out our licensing duties under the Wireless Telegraphy Act.

Please see Ofcom's General Privacy Statement for further information about how Ofcom handles your personal information and your corresponding right:

www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement

1 Applicant details

Is this application

(Tick **one** box only.)

- for a new annual licence?
- for a new short-term licence?
- for a variation to an existing licence?

For a variation, please quote your licence number:

Please provide any further details below:

Please give the full name of the company or authority to which the licence is to be issued

Company registration number

Company address

Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>

2

Contact details

Please provide the relevant contacts for this licence application

Licence contact

Name

Address

Email

Tel

Billing contact

Name

Address

Email

Tel

Technical contact

Name

Address

Email

Tel

3

Site details

Please provide a name for the site licence

Site Name

Please provide the address of the site

Site Address

Postcode

Please provide the location of the site centre, in either British National Grid Reference or decimal Latitude/Longitude (WGS84)

Two letters and ten figures (e.g. TQ 12345 67890)

NGR

OR

Decimal degrees

Latitude

Decimal degrees

Longitude

4 Declaration to be signed by all applicants

- Information given on this form is to be processed by Ofcom for the purpose of approving this application and issuing a Satellite (Permanent Earth Station) licence.
- In the event that a licence is issued, copies of that licence may be made publically available.
- Failure to comply with the terms of a licence may lead to prosecution. A change from the details shown in the licence without prior approval from Ofcom is also an offence.
- It is an offence to knowingly make a false statement in support of this application and this may lead to the licence being refused or revoked.

I declare that all the information that I have provided in this application form is correct, to the best of my knowledge and belief.

Signature of applicant

Name of applicant (BLOCK CAPITALS)

Position of applicant in organisation (if applicable)

(Partners are taken to be signing on behalf of all partners)

Date of signature

5 Checklist

Have you

- completed all sections of the form applicable to you?
- completed technical details in separate spreadsheets(s), if applicable?
- signed the declaration?
- made a copy for reference?

6 Where to send your form

Please send your completed application form to:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

E-mail spectrum.licensing@ofcom.org.uk
Tel 020 7981 3131

Guidance Notes for completing this Application

These notes and application form relate to the issue of a Wireless Telegraphy Act 2006 Licence.

In the case of a private firm which is not a Limited Company, the full name of each partner or sole trader should be given. Limited liability partnerships (LLPs) are to be regarded as a form of limited liability company. Licences can only be granted

to applicants for the purposes of conducting a business or of providing a professional or public service. Licences cannot be granted to unincorporated associations.

The processing of the application may be delayed if any of the details given on this form are not complete or correct.

1 Applicant details

Licence number

If the application is for a variation to an existing licence please provide the licence number, otherwise leave blank.

The licence number is in the format 0123456/7.

Further details

Please provide further information that may help Ofcom to process the application.

If required, use the space provided to indicate the required start/end date of the licence.

Company name

Enter the name of the company responsible for making the application. This may be either: a natural person if an individual or sole trader; or a legal entity including and limited to: a partnership; a public or other limited liability company (including a limited liability partnership); a local or other public authority; a registered charity; or a Diplomatic Mission located within a territory administered by the United Kingdom.

Company registration number

Enter the appropriate details, e.g. for a company registered in the UK this shall be the company's registration number as allocated by Companies House.

Company address

Enter the address at which communications and notices shall, if necessary, be served upon the applicant. If the applicant is an individual or a sole trader, this address shall be the applicant's usual residence or principal place of business. If the applicant is incorporated, this address shall be the address of the applicant's principal office or principal place of business.

2 Contact details

Licence contact

Enter the contact details of an individual who is able to represent the Licensee and to which Ofcom shall direct routine communications and notices.

Billing contact

Enter the contact details of an individual to which Ofcom shall direct Licence fee invoices.

Technical contact

Enter the contact details of an individual who is responsible for managing transmissions from the site and who is able to represent the Licensee on technical and coordination matters.

3 Site details

Site name

Enter a name for the earth station site.

Site address

Enter the address of the earth station site.

Location of site centre

Enter a location for the site centre. All earth stations associated with the licence shall be located within 500 metres of this specified site centre.

The site centre should be specified in either:

1. Ordnance Survey British National Grid

Specified as the grid square (two letters) followed by Eastings (5 numerals) and Northings (5 numerals).

For example: **TQ 12345 67890**

2. Latitude and Longitude (decimal)

Specified as Latitude and Longitude in decimal format using the WGS84 datum.

For example:

Decimal degrees

Latitude: **51.398927**

Decimal degrees

Longitude: **0 .603142**