

Form for a New Application of a *United Kingdom Ship Radio Licence or a *United Kingdom Ship Portable Radio Licence

Please note that Ship Radio Licence applicants and Ship Portable Radio Licence applicants are encouraged to register and apply for and print their ship radio licences via the Ofcom website www.ofcom.org.uk. This entitles you to a free licence.

A separate form should be used for each type of licence. Only one licence can be applied for on each form.

Please refer to the 'Ship Radio Guidance Notes for Licensing' Of168a when filling in this form.

Further information is available in 'Ship Radio Information' Of19a.

All fields are mandatory unless stated otherwise. Exceptions are Title and Fax No. However, failure to supply this information may hinder Search and Rescue operations and may also delay the processing of forms. Please use **BLOCK CAPITALS** and black ink throughout this form and use a separate sheet of paper for supplying additional information, clarification, or if space is not sufficient.

Tick if you have attached a separate sheet(s).

General information

The use of all maritime radio transmission equipment on board a vessel must be covered either by a Wireless Telegraphy Act Ship Radio Licence or Ship Portable Radio Licence.

Before completing this form, please read the guidance notes.

Please ensure that this application form is completed fully. Your application may be returned to you if it is not.

Ofcom prefers to communicate electronically. Please provide email addresses wherever possible. Note that as the licensee you can opt out of email correspondence in the declaration section. All other contacts where email addresses are provided will receive communications electronically

Important

- 1 Maritime radio transmitting equipment may be operated only by or under the direct and personal supervision of the holder of the appropriate Maritime Radio Operator's Certificate of Competence and Authority to Operate. Details of these are available from the Maritime and Coastguard Agency (MCA). See 'Ship Radio Guidance Notes for Licensing'.
- 2 The radio equipment covered by this licence must meet certain performance requirements as detailed in Section 4 of the guidance notes.

The Data Protection Act

The information you supply on this form will be collected, held and handled in accordance with our Data Protection Statement. This is published on our website at <http://www.ofcom.org.uk/about/policies-and-guidelines/data-protection/data-protectionstatement>

The information held by Ofcom will be updated as appropriate by relevant numbering records provided by Inmarsat, Accounting Authority Identification Code records provided by the (Maritime Radio) Accounting Authorities and EPIRB/PLB records provided by the MCA.

This information may be provided by Ofcom to the International Telecommunication Union (ITU) and the Maritime and Coastguard Agency (MCA) to assist in Search and Rescue operations and to help ensure that the information held by the ITU and MCA is accurate and up to date. This information may also be provided by Ofcom to law enforcement agencies (such as the police) for crime and taxation purposes as well as the Maritime administrations MCA Channel Islands and the Isle of Man. We will keep your information confidential and will not disclose it to third parties, except where we are required to do so by law or where we have obtained your consent in advance.

Please note that in general, licensing details of Ship Portable Radio licences are not sent to the ITU.

* Including the Channel Islands and the Isle of Man.

Section 1 Purpose

1a Is your request in connection with a:

(Tick one box only as appropriate)

Ship Radio Licence

Ship Portable Radio Licence

} Limited to one set of certain types of portable radio equipment (e.g. EPIRBs/PLBs), whilst not limited to use on a particular vessel. For use in UK territorial waters.

Please note that licences are not transferable and in the case of a Ship Radio Licence, a transferred or disposed of vessel must be treated as a 'Surrender' whilst a newly acquired vessel (whether a new or old vessel) must be treated as a new licence application.

Section 2 Customer details

A.1 If you are an existing licensee please provide your customer reference number and go to question A4. If not, go to question A2.

A.2 Who is the licence to be issued to?

A licence can only be issued to a legal entity. Ofcom recognises the following types of entity, please tick the relevant box:

- | | | |
|---|---|--|
| <input type="checkbox"/> individual or sole trader | <input type="checkbox"/> public body | <input type="checkbox"/> religious body |
| <input type="checkbox"/> partnership | <input type="checkbox"/> local government | <input type="checkbox"/> NHS England and Wales |
| <input type="checkbox"/> limited company/plc | <input type="checkbox"/> registered charity | <input type="checkbox"/> NHS Scotland |
| <input type="checkbox"/> unincorporated association | <input type="checkbox"/> university/educational non | <input type="checkbox"/> NHS Northern Ireland |
| <input type="checkbox"/> government | <input type="checkbox"/> UK company | <input type="checkbox"/> sporting club |
| <input type="checkbox"/> crown body | <input type="checkbox"/> non UK govt/administration | <input type="checkbox"/> royal charter |

Individual or sole trader

Full name

Partnership

Full name

NB: For a partnership, please give the full name of one partner (who must also sign the declaration on page 7) and supply a list of the full names of all other partners in the declaration.

Limited or public limited company/Incorporated association

Name Company registration no.

Registered charity

Name Charity registration no.

Other legal entity

Name Registration no. (where applicable)

A.4 Licensee name and address (use registered address unless you specifically want an alternative)

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

A.5 Company or partnership trading name

A.6 Licensee contact name and address
(where different from above)

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

A. If you are applying via a third party (e.g. radio supplier, consultant etc) **please complete the following:**

I/we authorise the following company to apply for this licence on my/our behalf:

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

I/we would like a copy of the licence to be sent to our radio dealer/supplier

Section 3 Vessel details (Ship Radio Licence only)

3a Name of vessel

3b Has the vessel previously been issued with a Ship Radio Licence?

 Yes

Go to **Question 3c**

 No

Go to **Question 3e**

 Don't know

Go to **Question 3e**

3c State the vessel's callsign

See 'Ship Radio Guidance Notes for Licensing'

3d State the vessel's MMSI number

See 'Ship Radio Guidance Notes for Licensing'

3e Have you changed the vessel's name?

 Yes

 No

If yes, state previous name.

3f State previous owner's name and address

If you are the vessel's first owner, write N/A.

Name

Address

Post Town

Postcode

Country

3j Indicate the intended use of the vessel

i.e. the General Classification, See 'Ship Radio Guidance Notes for Licensing'. Tick one box.

Pleasure ship (code PL)

Ship of a fishing fleet (code FV)

Merchant ship (code MM)

Naval ship (code NS)

Official service ship (code GV)

River vessel (code NF)

Rescue vessel (code SV)

Unspecified (code XX)

3k State type of vessel

i.e. the Individual Classification e.g. yacht, motorboat, trawler, etc. See 'Ship Radio Guidance Notes for Licensing'.

3l What is the vessel's gross tonnage or if an open boat the vessel's approximate weight?

One ton equals 100 cubic feet of total enclosed space or internal capacity of the vessel.

3m State the maximum number of persons carried (passengers plus crew)

3n Does the vessel have a Selcall number? Yes No

If yes, state the Selcall number

3o If you have an agreement with a Maritime Radio Accounting Authority (MRAA), give its Accounting Authority Identification Code (AAIC)

3p If you have a separate entity (MRAA) for Inmarsat communications, state the Accounting Authority Identification Code (AAIC)

If the vessel is registered with an official body, supply the following details (see 'Ship Radio Guidance Notes for Licensing'). If not go to Section 4.

Please note that Ofcom cannot license vessels registered in countries other than the UK, Isle of Man and the Channel Islands.

3q Supply the following details as applicable:

Port of registry

Official number (IMO number)

Small Ship Registry (SSR) number

Fishing vessel identification number

Section 4 Additional information Ship Radio Licence only (Optional)

The following information is collected for inclusion on the International Telecommunication Union's (ITU) MARS Database – see Section 10 of the guidance notes. This information is not mandatory, and failure to supply it will not prevent Ofcom from issuing a licence.

National telex number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Services available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Nature of service	<input type="checkbox"/> <input type="checkbox"/>	Hours of service	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

For a Ship Radio Licence go to Section 5

For a ship Portable Radio Licence go to Section 6

Section 6 Radio equipment details (Ship Portable Radio Licence only)

Please tick the box in column 4 to indicate the type of equipment to be carried. The Ship Portable Radio licence authorises only one piece of each type of equipment.

1. Equipment	2. Frequency Band (MHz)	3. MMSI (see note) or HEX ID (for 406MHz EPIRBs)										4.
		2	3	5	9							
Hand held VHF radiotelephone	156 to 163	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
MOB - DSC	156.525	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
MOB - AIS	156 to 163	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
AIS SAR Transmitter	156 to 163	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
EPIRB AIS	156 to 163	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
EPIRB or PLB (406MHz/121.5MHz)	406/121.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Personal Locator Beacon 121.5MHz)	121.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Aeronautical SAR equipment	121.5/123.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Notes
The Ship Portable Radio Licence does not authorise stand-alone use of radio apparatus. Apparatus must be used in association with a ship (including small craft such as dinghies and kayaks).

You **must** supply a UK MMSI if there is one. This may have been issued by us or programmed into the set by the manufacturer.

Hand held VHF radiotelephones

If you do not supply an MMSI for a hand-held VHF radiotelephone (eg because it is new or you do not use DSC) we shall issue one. You must ensure that the MMSI used in the apparatus is the one that we assign on the licence.

MOB and AIS

If you indicate that you will be carrying an MOB DSC, MOB AIS, AIS SAR Transmitter or EPIRB AIS but fail to provide an MMSI for each item carried, we shall contact you for the missing MMSI(s). This may delay your application.

If you ticked (in Section 5) a PLB or EPIRB which includes the 406 MHz Frequency, go to section 7 If not go to Section 7a

Section 7 EPIRB/PLB registration (Ship Radio Licence and Ship Portable Radio Licence)

See 'Ship Radio Guidance Notes for Licensing'. To be completed by the EPIRB/PLB owner:

7a Category of beacon (Tick as appropriate)	Device 1 <input type="checkbox"/> EPIRB <input type="checkbox"/> PLB	Device 2 <input type="checkbox"/> EPIRB <input type="checkbox"/> PLB
7b Beacon manufacturer's name (characters must be A-F, 0-9)	<input type="text"/>	<input type="text"/>
7c Beacon type (from the label on the beacon)	<input type="text"/>	<input type="text"/>
7d Beacon serial number (from the label on the beacon)	Device 1 <input type="text"/>	<input type="text"/>
7e Hex ID (15 characters) (from the label on the beacon)	Device 2 <input type="text"/>	<input type="text"/>

If more than two EPIRBs or PLBs are carried, note the details of the additional devices on a separate sheet of paper clearly indicating all the relevant attributes as indicated above, and attach it to this page of the form.

If you have attached additional page(s) tick

IMPORTANT: The owner should contact the EPIRB REGISTRY if no acknowledgement is received within two weeks.

The EPIRB Registry

HM Coastguard Southern (Falmouth)
Pendennis Point, Castle Drive, Falmouth, Cornwall, TR11 4WZ
Tel: +44 (0)1326 211 569 Fax: +44 (0)1326 319 264
Email: UKBeacons@mcga.gov.uk Website: <http://www.gov.uk/406beacon>

Go to Section 7A

Name and address of contact to be used in the event of an emergency (24hr if possible). This information **MUST** be supplied and will only be used by Search and Rescue authorities in an emergency.

If you do not have a contact, write N/A.

First name	<input type="text"/>	Address	<input type="text"/>
Last name	<input type="text"/>		<input type="text"/>
Relationship to licensee (optional)	<input type="text"/>	Post Town	<input type="text"/>
		Postcode	<input type="text"/>
		Country	<input type="text"/>
Tel. Home	<input type="text"/>	Business	<input type="text"/>
		Mobile	<input type="text"/>
Fax Home	<input type="text"/>	Business	<input type="text"/>
E-mail	<input type="text"/>		
Alternative 24-hr emergency Tel. No.	<input type="text"/>		

[Go to Section 8](#)

Section 8

Payment details

A fee of £20 is payable for a Ship Radio Licence and a separate application form should be used for each vessel. A fee of £20 is payable for a Ship Portable Radio Licence and a separate form should be used for each licence applied for. **Please note that BACS transfers, Postal Orders and cash are not acceptable.**
If paying by credit or debit card, provide the following details:

Card holder name (Please print)	<input type="text"/>	Card holder billing address	<input type="text"/> <input type="text"/> <input type="text"/>	
Card holder signature	<input type="text"/>	Postcode	<input type="text"/>	
		Country	<input type="text"/>	
		Telephone	<input type="text"/>	
Card type:	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Switch/UK Maestro <input type="checkbox"/>	Visa Debit/Delta <input type="checkbox"/>
Card number:	<input type="text"/>			
Start date:	<input type="text"/> / <input type="text"/>	End date:	<input type="text"/> / <input type="text"/>	Card verification : <input type="text"/>
				Last 3 digits on back of card
Issue number:	<input type="text"/> (Where appropriate)			
Amount in £	<input type="text" value="20"/>			

Tick if paying by cheque;

The cheque must be drawn against a UK clearing bank bearing the bank's sort code, crossed 'A/C Payee' and made payable to 'Ofcom'. Include the applicant's name and address on the reverse of the cheque.

[Go to Section 9](#)

Section 9

Declaration

By signing this form I confirm that I have read and understood the (guidance) notes and any information provided is correct and complete to the best of my knowledge and belief.

I declare that I*/the body I represent* will be responsible for compliance with the licence and will have control and supervision of the equipment, and that I have due authority to make this declaration and sign this application on my own behalf*/behalf of the body I represent*. I agree to the use of my personal data for the purposes described in page 1 of this form.

**Delete as appropriate*

Signature of applicant/licensee

Date of application

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d	d		m	m		y	y	y	y

Name

Name of organisation (if applicable)

Position held (if applicable) (job title)

As the licensee I prefer not to receive electronic correspondence and all licence documentation should be sent to me by post

Where to send this form

When you have completed this form send it, with any attached pages, together with your cheque if applicable for the current fee of £20 for a new licence, made payable to Ofcom and crossed 'A/C Payee' to:

Spectrum Licensing

Riverside House
London
SE1 9HA

For help, contact:

Spectrum Licensing
Tel: 020 7981 3131
Fax: 020 7981 3235

E-mail: spectrum.licensing@ofcom.org.uk

Website: www.ofcom.org.uk