

---

## Cheltenham Festival 2022

Cheltenham Racecourse

Prestbury Park

Cheltenham

15<sup>th</sup>-18<sup>th</sup> March 2022

---

# Introduction

---

The Cheltenham Festival 2022 is designated as a Major Event, where careful control of frequency assignments will need to be implemented in order to establish a successful working system.

The Event will be coordinated by Janelle Jones, who coordinated the event the last few years.

Should you need to get in touch please contact Janelle on the mobile number provided below.

Frequency Coordinator



Janelle Jones

Mobile/Cell: +44 (0) 7545 419776

Our office contact details are:

+44 (0) 207 981 3803 or email [pmse@ofcom.org.uk](mailto:pmse@ofcom.org.uk)

# Contents

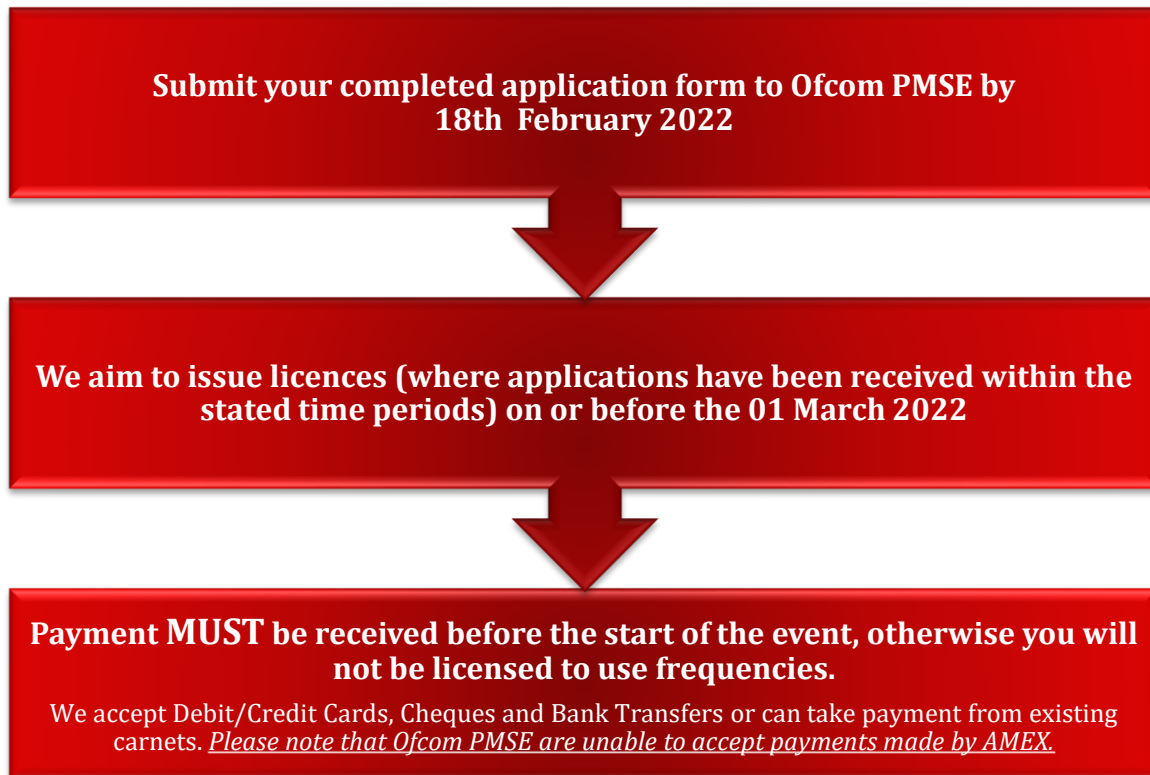
---

## Section

1. Application Process	3
2. Coordination and Licensing	4
3. Event Time	5
4. Useful Contacts	6

## Application Process

### 1.1



Talkback spectrum is always in high demand at the Cheltenham Festival so applicants are asked to submit their requests at the earliest possible opportunity. It is advisable to submit frequency applications by the **18<sup>th</sup> February 2022**, as applications submitted later than this may not be accommodated as required.

As the Festival is designated a Major Event, applications for frequencies will not be subject to Ofcom PMSE's usual three-day turnaround rule. All frequency applications will be collated and worked on at the same time in order to achieve the best frequency allocation plan.

Applications can be submitted via application form in the usual manner, all application forms are downloadable from our website [www.ofcom.org.uk/pmse](http://www.ofcom.org.uk/pmse).

On receipt of all frequency applications customers will be notified via email that their application has been received. Once applications have been reviewed, customers will be contacted if there are any immediate concerns regarding their requirements, or if any relevant information has been omitted.

# 1. Coordination and Licensing

## General Information

When applying for frequencies we would strongly advise customers to apply for PMSE spectrum, these are the frequency ranges that we manage on a day-to-day basis. Please note that international organisations may be required to retune or reprogram their equipment to conform to UK frequency plans.

Once on site, transmit locations and good engineering practice when installing transmitters is particularly important to minimise potential for health hazards and interference. In the event of any issues you may be requested to switch off or relocate your equipment.

On applying for frequencies please state clearly the location of transmission/reception. This is particularly relevant for duplex base stations and wireless cameras receive points. If locations are not clearly stated this will delay the application until the required information is received. Typical locations will be the OB Compound, The BBC Compound, the Parade Ring, the Grandstand, and the Grandstand Roof.

Though the demand for spectrum will be high, Ofcom PMSE will endeavour to satisfy all requirements.

Information key to the coordination process includes:

- The number of wireless microphones, in-ear monitors and wireless talkback systems and wireless cameras required
- The frequency range that equipment will tune across (greater flexibility will aid the coordination process)
- The dates and times that frequencies are needed
- The location of wireless talkback antennas within the grounds

Such information can be included on the application form or an accompanying email.

When Licences have been processed, a secure payment link will be emailed to the applicant. Once confirmation of payment has been received, the Licence will be issued and emailed to the applicant. We aim to issue licences (where applications have been received within the stated time periods) on or before the **01<sup>st</sup> March 2022**, allowing sufficient time for equipment to be retuned or programmed. Payment can be made via the secure payment link or by carnet tokens.

## 2. Event Time

During the Event it is imperative that all frequencies are used within the terms and conditions of the Licence held. This includes transmission of frequencies only during the times and dates stated on the licence, not exceeding the designated maximum power, transmitting frequencies only from the location specified on the licence or as discussed with the Event Coordinator.

If interference is experienced during the event the Event Coordinator will be available to assist during office hours by way of investigating the possible cause of the interference. If the cause is identified the necessary steps will be taken. If interference occurs outside of office hours the Emergency Coordinator will be able to assist.

## 3. Useful Contacts

### Event Coordinator Details

Email: [Janelle.Jones@ofcom.org.uk](mailto:Janelle.Jones@ofcom.org.uk)

Direct Dial: +44 (0) 20 7981 3893

Mobile/Cell: +44 (0) 7545 419776

### Office Details

Our office hours are 9:00 – 17:00 Monday to Friday

E-mail: [pmse@ofcom.org.uk](mailto:pmse@ofcom.org.uk)

Telephone: +44 (0) 207 981 3803

For help outside of these hours, please contact our out of hours PMSE Emergency Coordinator (Please note there is a £55 charge per schedule for bookings made via our out of hours service in addition to the licence fee) on emergency contact number: [+44 \(0\) 7866 423619](tel:+44(0)7866423619).