

---

## **Radio 1's Big Weekend 2022**

War Memorial Park, Coventry

27<sup>th</sup> – 29<sup>th</sup> May 2022

---

## Introduction

---

Radio 1's Big Weekend is again being 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 Gregory Smith.



Greg (Frequency Coordinator)

Our office contact details are

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

During the event, Greg can be contacted on

+44 (0) 7773 213 839 or email [Gregory.smith@ofcom.org.uk](mailto:Gregory.smith@ofcom.org.uk)

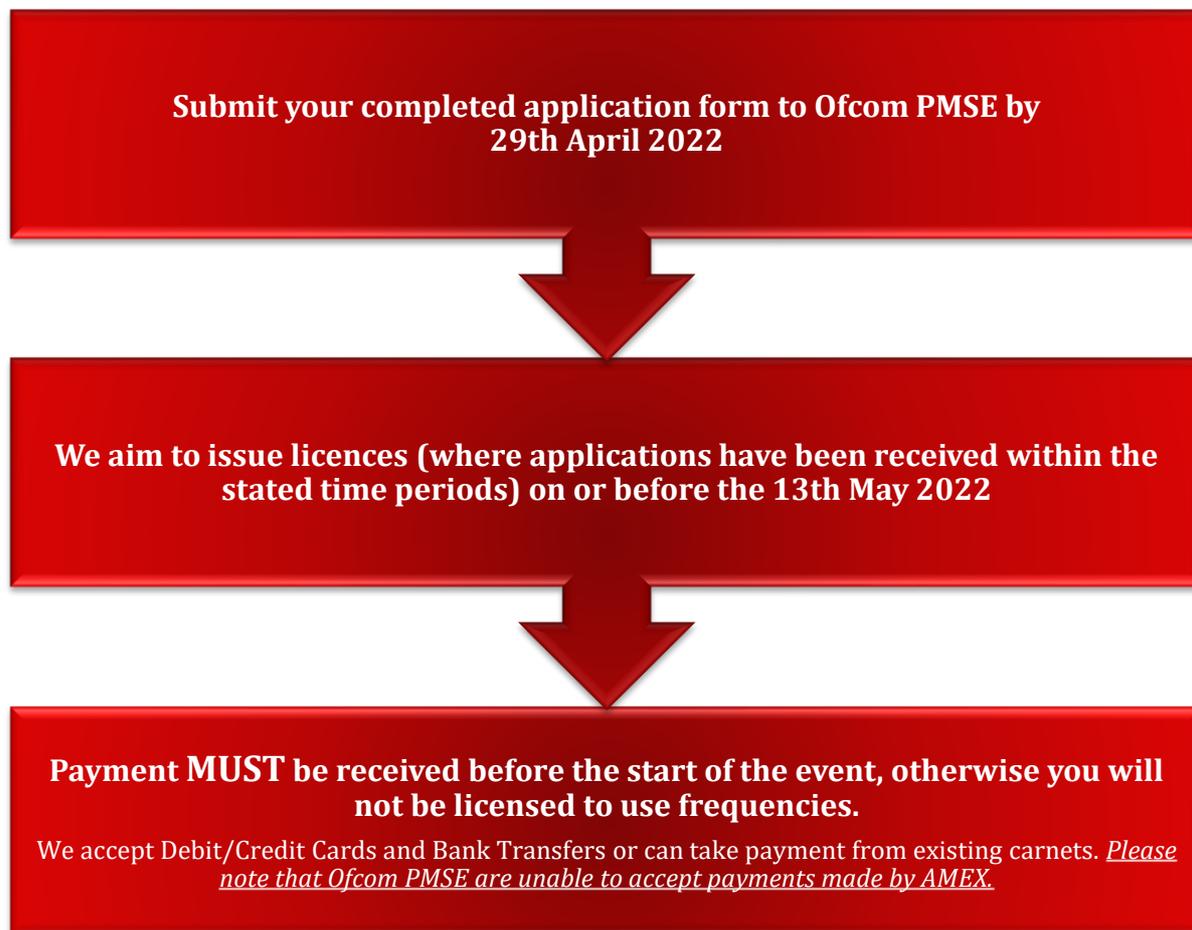
# Contents

---

## Section

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

# 1. Application Process



Wireless microphone and In Ear Monitors (IEMs) spectrum is always in high demand at festivals, and R1BW will be no exception. Therefore, applicants are asked to submit their requests at the earliest possible opportunity. It is advisable to submit frequency applications by the **29<sup>th</sup> April 2022**, as applications submitted later than this may not be accommodated as required.

As R1BW 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 the online Event Application process, or by submitting an application form in the usual manner to [pmse@ofcom.org.uk](mailto:pmse@ofcom.org.uk).

All application forms are downloadable from our website <https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/pmse/apply-for-a-pmse-licence>

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.

## 2. Coordination and Licensing

### General Information

There will be high demand for microphone and IEM frequencies for R1BW, but PMSE will endeavor to satisfy all requirements. The main areas of concentrated spectrum use will be the stages; therefore, it is vital from a coordination perspective that all relevant information is included on application forms; this includes the precise location of talkback antennas. If the locations of talkback antennas are not provided, PMSE will call to obtain this information, which may delay the process.

Information key to the coordination process includes:

- The number of wireless microphones, IEMs and talkback systems and cameras required
- The frequency range that equipment will tune across (greater flexibility will aid the coordination process)
- The act's name, stage, date and time of performance
- The location of wireless talkback antennas within the grounds

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

The use of wireless microphones and IEMs is restricted throughout the UK due to Digital TV carrier signals. The list of available TV channels for these venues can be found on the UHF Mic Planner via the Login page. The availability of these frequencies will be limited due to other licensed users nearby and the digital footprint. You may want to consult this tool before applying.

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 **13<sup>th</sup> May 2022**, allowing sufficient time for equipment to be retuned or programmed if necessary.

### Payment and Licence Documents

It is imperative that we receive payment before your licence is scheduled to start so we can issue your licence documents. To help with this we accept Debit/Credit Cards and Bank Transfers or can take payment from existing carnets. When paying by debit/credit card you will receive a secure payment link to your email address. Your licensing documentation will be dispatched upon receipt of payment. Please note that Ofcom PMSE are unable to accept payments made by AMEX.

## 3. 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 and contact details are available in section 4.

## 4. Useful Contacts

### Event Coordinator Details

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

Direct Dial: +44 (0) 20 7981 3753

Mobile: +44 (0) 7773 213 839

### Office Details

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

Telephone: +44 (0) 207 981 3803

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

For help outside of these hours, please contact our out of hours Emergency Coordinator (Please note there is a £55 premium charge per schedule for our out of hours service) on emergency contact number: **+44 (0) 7866 423619**.