

# Local Access licence application form – OfW588

## Guidance for completing this form

### Who should use this form

You may use this form to apply only for a Local Access licence in the United Kingdom. For applications for access to frequencies in the Channel Islands and Ilse of Man please contact the appropriate local competition authority.

### What is Local Access licensing?

This enables new users a way to access already licensed mobile spectrum in locations where this would not adversely impact the incumbent licensee's planned use of the spectrum. New users must respect the rights of the existing user and not interfere with or constrain their operations.

Licences are for a defined period

### Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use any Wireless Telegraphy equipment. Licences, if granted, are issued on a time-limited basis with no guarantee of access after the licence period has ended.

### Communication preference

Where possible, we send correspondence to licensees electronically. This is quicker for you and cheaper for us. By providing your email address, we assume that you wish to receive correspondence and notifications relating to Wireless Telegraphy Act licences electronically and not on paper. If you do not wish to receive documents electronically, please indicate this by ticking the relevant box on the application form.

### Completing this form

When completing this application either electronically or on paper please refer to the notes. If you are applying by paper, please complete in dark ink in BLOCK CAPITALS.

Please provide as much relevant information as possible. If you do not provide a telephone number and email address, it may delay the processing of this form. If you need to supply further information or clarification, please provide in the section 'Additional information' at the back of this form.

### General information

The Office of Communications (Ofcom) is responsible for regulating the use of the civil radio spectrum in the United Kingdom. Regulation is necessary to ensure optimal use of the limited radio spectrum.

The regulations governing radio are, in general, derived from the International Telecommunication Union (ITU) Radio Regulations, relevant EU Directives and the Wireless Telegraphy Act 2006.

### Wireless Telegraphy Act

Under the terms of the Wireless Telegraphy Act 2006, it is an offence to install or use radio apparatus, unless:

- you do so in accordance with a licence issued by Ofcom; or
- the apparatus is specifically exempt from licensing.

Responsibility for obtaining and paying for a licence rests with the user of the system, not with the supplier of the equipment. Submitting a licence application form does not permit you to install or use any equipment – you must wait until we have issued the licence to you.

Ofcom may refuse to grant or may revoke a licence to a person where evidence provided to Ofcom by the police indicates that the applicant is involved (or has been involved) in organised crime or other criminal activity.

## Radio Equipment Directive (RED)

Please note that equipment will need to be compliant with the Radio Equipment Directive (2014/53/EU).

## Frequencies

The spectrum that can be authorised to use under this licence has already been assigned to an operator. For this reason, coordination with existing users will be required before we are able to assess whether to grant a licence.

We will therefore need to contact existing incumbent spectrum users in order to carry out our assessment of whether a licence can be granted. For guidance, a range of information and tools about current use of spectrum and licensees is available on the Spectrum Information page of our website:

<https://www.ofcom.org.uk/spectrum/information>.

Applications also may need to be coordinated with other official bodies including the Ministry of Defence and Civil Aviation Authority, who will conduct assessments on the risk of harmful interference to existing services.

## Payment

We will only request payment of a licence fee of £950 when we have assessed that it is possible to grant a licence. Payments must include all bank charges. If Ofcom does not receive full payment, it will return any partial payments received.

## How we use your data

We require this information in order to carry out our licensing duties under the Wireless Telegraphy Act 2006.

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

[www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement](http://www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement)

## For help contact:

Ofcom  
Innovation & Trial Licensing  
Riverside House  
2a Southwark Bridge Road  
LONDON  
SE1 9HA

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

Website: [www.ofcom.org.uk](http://www.ofcom.org.uk)

Telephone: 020 7981 3157 or 020 7981 3857

The remainder of these guidance notes provide guidance on customer details in Section A.

### Question A.1 – Existing customers

If you already hold an Ofcom radio licence, you should write your customer reference number in the box provided. Your customer reference number will be quoted in licence documentation or correspondence that we have previously sent to you.

### Question A.2 – New customers

A Wireless Telegraphy Act licence can only be issued to a legal entity. You should tick one of the options provided. For a partnership, please give the full name of one partner and supply a list of all other partners. The main partner is also required to sign the declaration in Section E.

### Question A.3 – Licensee name and address

If you are applying on behalf of a Limited Company, a Public Limited Company or a Registered Charity, the registered address of the organisation must be used.

### Question A.4 – Licence contact name and address

This is the preferred contact to receive licensing documentation and correspondence.

## A. Applicant details

### A.1 Customer reference number:

If you are an existing licensee, please provide your customer reference number and go to question A.4.  
If not, please complete all sections.

### 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:

Individual or sole trader	NHS Scotland	Government
Incorporated association	Non-UK company/PLC	Unincorporated association
Limited company/PLC	Non-UK government/ administration	University/educational
Local government	Partnership	Community interest
NHS England and Wales	Public body	Royal charter
NHS Northern Ireland	Registered charity	Religious body
Crown		

If **individual or sole trader**, please provide full name:

If a **partnership**, please provide the full name of one partner (who must also sign the declaration of this form and supply a list of all the full names of all the other partners in the declaration):

If a **limited company, public limited company (PLC) or incorporated association** please provide:

Company name Company registration number

If a **registered charity** please provide:

Charity name Charity registration number

Does the registered charity have as its objective, the safety of human life in an emergency?

Yes

No

If any **other legal entity** please provide:

Name Registration number (where applicable)

### A.3 Licensee name and address

- Companies should use the registered address from [Companies House](#)
- Registered charities should use the address from the [Charity Commission](#)

For all other Licensees, please use your main business address

Name

Trading name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

Please indicate your communication preference:

Email

Letter

### A.4 Licence contact details (where different from above)

Licensing documentation and correspondence will be sent to this address.

Name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

Please indicate your communication preference:

Email

Letter

### A.5 Contact details for payments or account queries:

NB: This is the person who will receive invoices and reminders when payments are due.

- Do not include payment with this form, as you will be invoiced later

Tick if details are the same as those in question B.4 (Licence contact details)

Name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

Please indicate your communication preference:

Email

Letter

**A.6 Contact name and address for site and technical enquiries (where different from above)**

Tick if details are the same as those in question B.4 (Licence contact details)

Name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

Please indicate your communication preference:

Email

Letter

**B. Project overview**

If necessary, add any additional details in the space at the back of this form under 'Additional information' or as supplementary information attached with your application

**B.1a Provide a description of the request, including any relevant technical information**

**B.1b When discussing with incumbent users, provide a description of the request, including any relevant technical information details (if different from B.1a):**

**B.2 If this application is in support of an incumbent operator, then provide the contact details of the sponsor:**

Name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

Please indicate your communication preference:

Email

Letter

**B.3 Provide the requested licence period:**

Start date (DDMMYYYY)

End date (DDMMYYYY)

Applications for licence periods over three years require incumbent operator agreement. Any applications without this will be rejected.

**B.4 Provide details of how the transmitter will be operated:**

Details of timings

Duration of transmissions

Days per week in operation

## C. Station details (required for each transmitting station)

### C.1 Site location and address of transmitting station

GB National Grid Reference e.g. TQ 300 800)

Address

Postcode

Country

### C.2 Frequency details:

Frequency of operation

Bandwidth

Class of emission

For guidance, refer to information sheet [OfW84 providing guidance on 'class of emission'](#).

Applying only for the frequencies required will help reduce turnaround as unduly large requests may lengthen the processing time of this application.

### C.3 Antenna details:

Antenna type

Polarisation

### C.4 Antenna gain:

dBd

or

dB<sub>i</sub>

### C.5 Provide the antenna height above ground level:

metres

### C.6 Provide the ground height above mean sea level:

metres

### C.7 Confirm if the antenna is directional:

Yes

No

**For a fixed antenna beam provide the direction of maximum radiation:**

- Horizontal 3dB beam width in degrees
- Vertical 3dB beam width in degrees
- Azimuth in degrees East of True North
- Elevation in degrees from the horizontal

(state whether above or below horizontal)

**C.8 Indicate the proposed peak power:** (choose one of the following possibilities to input the data)

Effective Radiated Power (ERP) dBW

or

Effective Isotropically Radiated Power (EIRP) dBW

Note that ERP (in a given direction) is the product of the power supplied to the antenna and its gain relative to a half wavelength dipole. The maximum ERP is that in the direction of maximum radiation and is expressed in watts. The power supplied to the antenna is expressed in the form of peak to peak envelope power (PX or pX). The peak envelope power is defined as the average power supplied to the antenna transmission line by a transmitter during one radio frequency cycle at the crest of the modulation envelope taken under normal operation conditions.

EIRP (in a given direction) is the product of the power supplied to the antenna gain in a given direction relative to an isotropic antenna (absolute or isotropic gain).

Ofcom will ultimately decide on the permitted ERP or EIRP as appropriate.

**C.9 Indicate the peak RF power supplied to the antenna or load:**

dBW

**C.10 If applicable, indicate the mean radiated power for pulsed transmissions:**

(choose one of the following possibilities to input the data)

Effective Radiated Power (ERP) dBW

or

Effective Isotropically Radiated Power (EIRP) dBW

The relevant measured bandwidth

The pulse duration

The pulse repetition rate

**C.11 Indicate whether the transmission is planned to occur outdoors:**

Yes

No

**C.12 Explain why, in your opinion, the requested frequencies are not in use at the requested location:**



**C.13 It is advisable to consider the potential interference risk of your application to other users of the radio spectrum.**

**In the event where there are concerns due to the risk of interference, it would be helpful to know what compromises you could agree to undertake in your operation to reduce this risk.**

**Provide any details that may increase the likelihood of a licence being granted, or could help ensure a more efficient co-ordination process:**

## D. Declaration

**By signing this form, I confirm that I have read and understood all the notes. Any information provided is correct and complete to the best of my knowledge.**

### I understand and accept that:

- The body (if any) I represent will be responsible for compliance with the licence and has the control and supervision of the station;
- It is an offence to knowingly make a false statement in support of this application and may lead to the licence being refused or revoked under the Wireless Telegraphy Act;
- Ofcom may share my information to publish a register of licences under the Wireless Telegraphy Act;
- Ofcom will not give anyone my information except where it has permission or is permitted to do so by law.

Full name

Position in organisation

Signature of applicant

Date of application (DDMMYYYY)

For self and partners (tick if applicable)

- Partnerships must be applied for by one partner signing 'for self and partners'. A director or authorised person must sign for public limited companies, limited companies and other legal entities;
- If the number of partners exceeds the space, then for each additional partner please provide the name and signature.

Partner 1 name

Partner 3 name

Partner 1 signature

Partner 3 signature

Partner 2 name

Partner 4 name

Partner 2 signature

Partner 4 signature

## Where to send this form

**Please do not include payment with this form, as you will be invoiced at a later date.**

**Ensure that you enclose all relevant certification and attachments with your application and email [innovation.licensing@ofcom.org.uk](mailto:innovation.licensing@ofcom.org.uk) or send to:**

Ofcom  
Innovation Licences  
Riverside House  
2a Southwark Bridge Road  
LONDON  
SE1 9HA

If you need assistance, then please email [innovation.licensing@ofcom.org.uk](mailto:innovation.licensing@ofcom.org.uk).

Alternatively you can phone us on 020 7981 3157 or 020 7981 3857.

There is also information available on our website at: <https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/non-operational-licences>

