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## **Epsom Derby 2021**

Epsom Racecourse

4-5<sup>th</sup> June 2021

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## Introduction

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The Epsom Derby 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 will manage PMSE spectrum use at the Event this year.



Janelle Jones

Our office contact details are

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

During the event, Janelle can be contacted on

+44 (0) 7545 419 776 or email [Janelle.Jones@ofcom.org.uk](mailto:Janelle.Jones@ofcom.org.uk)

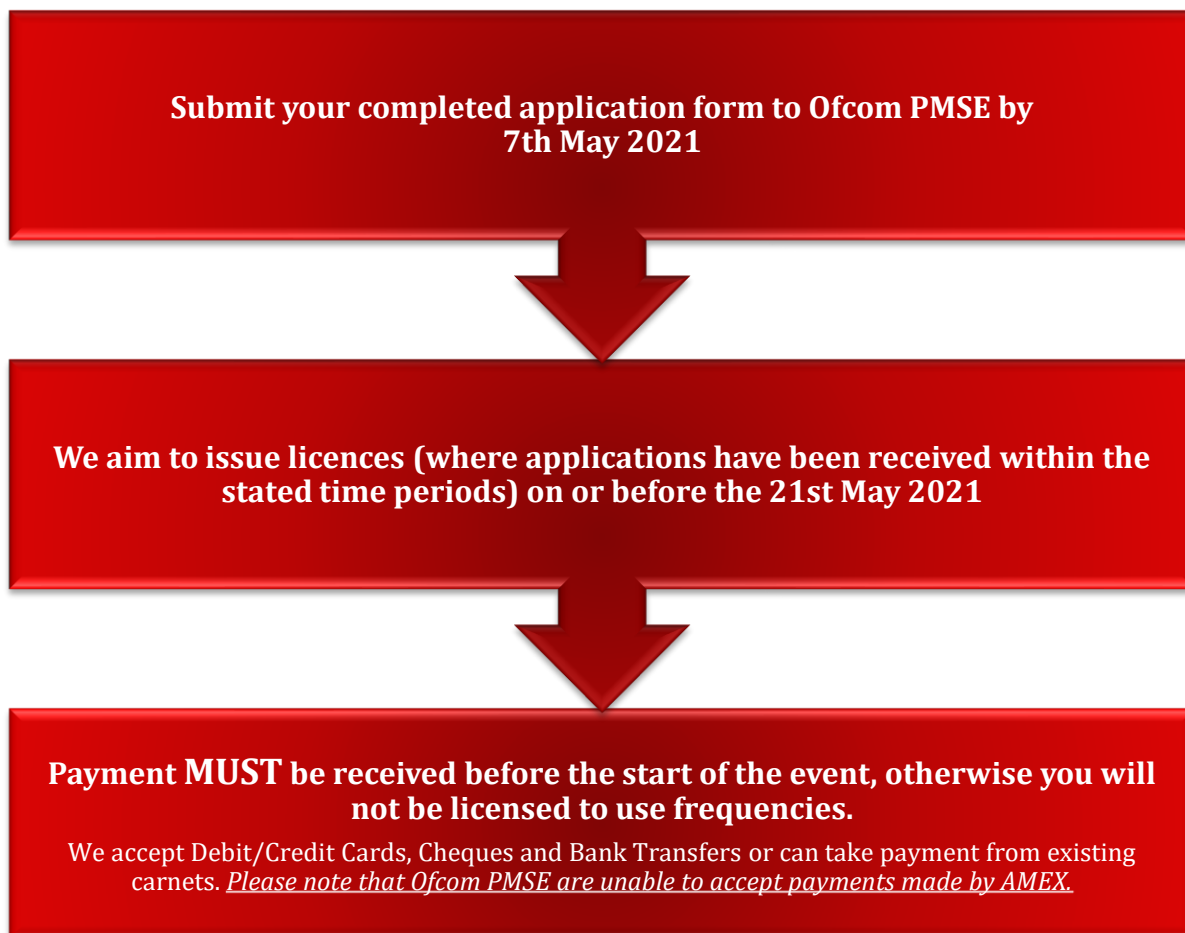
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## Application Process



Talkback spectrum is always in high demand at the Epsom Derby so applicants are asked to submit their requests at the earliest possible opportunity. It is advisable to submit frequency applications by the **7<sup>th</sup> May 2021**, 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 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.

# 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, the location 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 **21<sup>st</sup> May 2021**, allowing sufficient time for equipment to be retuned or programmed.

## 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.

## 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

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**.