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## **Reading and Leeds 2022**

Richfield Avenue, Reading

Bramham Park, Leeds

26<sup>th</sup>-27<sup>th</sup> August 2022

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# Introduction

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Reading and Leeds Festivals are once again designated a major event for Ofcom PMSE in 2022. The festivals require extensive co-ordination of wireless systems for acts and broadcasters across both festival sites on all days.

Justin Whillock will be leading the coordination and licensing of the event this year for Ofcom PMSE.

## Frequency Coordinator



Justin Whillock

Our office contact details are:

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

During the event, Justin can be contacted on:

+44 (0) 207 783 4399 or email [Justin.Whillock@ofcom.org.uk](mailto:Justin.Whillock@ofcom.org.uk)

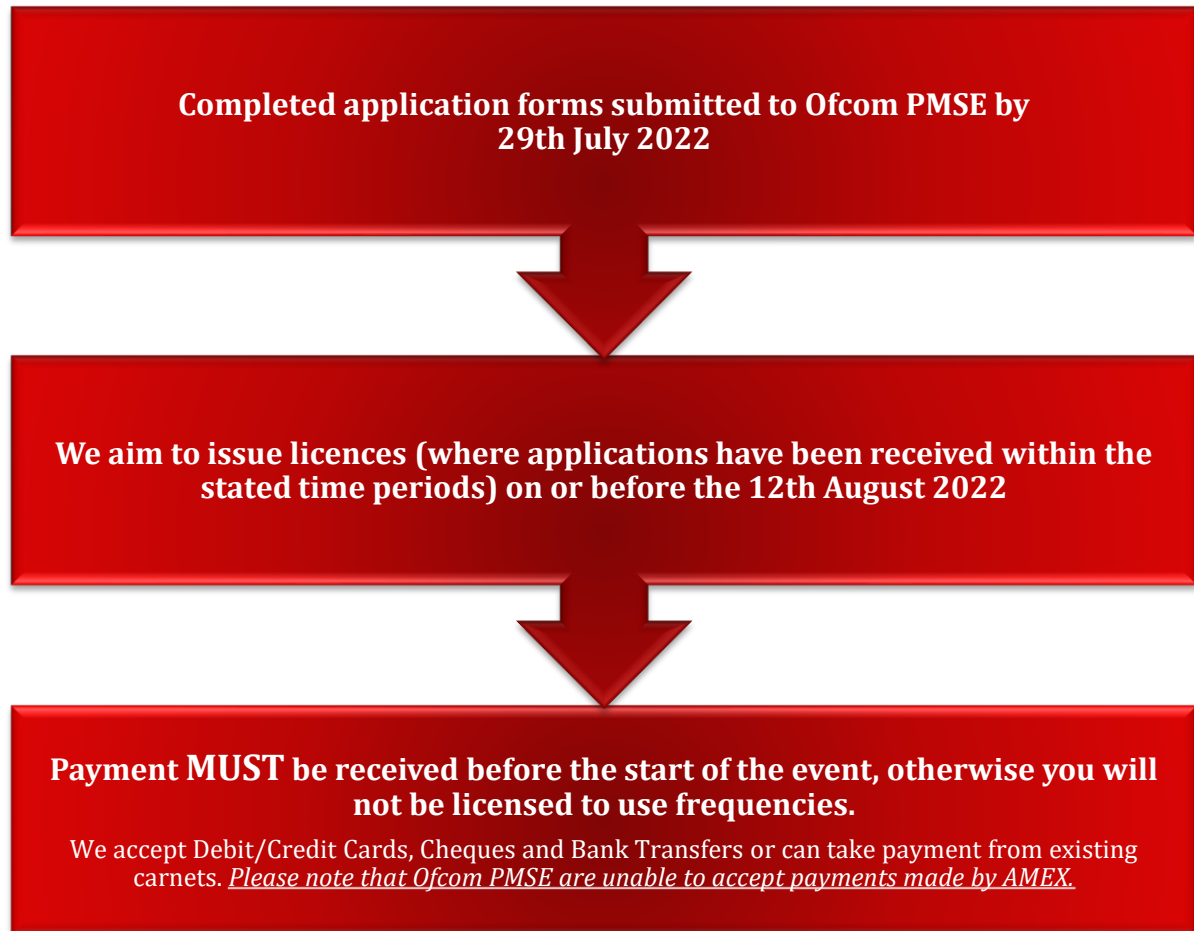
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# 1. Application Process



As Reading and Leeds is designated a Major Event, applications for frequencies will not be subject to Ofcom PMSE's usual three working 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 email to [pmse@ofcom.org.uk](mailto:pmse@ofcom.org.uk) or the online 'Apply for Major Event' option once logged into our website.

All application forms are downloadable from the Ofcom PMSE website here:

<https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/pmse/apply-for-a-pmse-licence>.

Once there please expand the 'Download PMSE application forms' section and use either 'Multipurpose Coordination Licence Application' for radio mic's, IEMs and cameras or 'UHF Talkback licence Application' for 2-way radio talkback requirements.

You will receive a confirmation email receipt once your application has been successfully submitted.

Once applications have been reviewed, applicants will be contacted directly regarding any immediate concerns surrounding their individual requirements, or if any relevant information has been omitted.

Key information to include is as follows:

- Names of the act/broadcaster the application is relevant to
- Specific stage/alternative location of use
- Dates and times of use including any sound checks
- The number and type of systems required (Microphone/IEM/Walkie talkies, etc)
- The frequency tuning capabilities of the kit
- Any relevant technical details surrounding the equipment, its setup and how it is being used

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

It is advisable to submit requirements as soon as possible from now to allow sufficient time for coordination and licensing. Applications we receive after this date may not be accommodated as required.

## 2. Coordination and Licensing

### General Information

Any co-ordination issues or changes required will be addressed directly with the applicant. Please be aware that some frequency ranges in the UK are not authorized for PMSE use so it is recommended that requirements are submitted in good time to allow for any retuning that may be required.

The use of wireless microphones and IEMs is restricted throughout the UK due to Digital TV carrier transmissions. The list of available TV channels for the festival area can be found on the '470 MHz Planner' via the Ofcom PMSE login page. The availability of frequencies at the festival will also be limited due to other licensed users in the vicinity and the aforementioned digital TV footprint. You may want to consult this tool before applying for frequencies.

**PLEASE NOTE:** The commonly used GB and K4E tuning ranges are completely affected by differing levels of DTV at the Reading site. The channels with less DTV signal strength are 40, 41 and 43. Taking this into account it may be prudent to look to use equipment in a different tuning range to avoid the risk of interference. As a quick guide DTV clear channels at both sites are:

21, 24, 27, 35, 49.

### 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, Cheques 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 American Express (AMEX).*

## 3. Event Time

PMSE will be on site to provide support to the stakeholders throughout 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 and transmitting frequencies only from the location specified on the Licence or as discussed with the Event Coordinator.

Operation of the frequencies during the event may be subject to strict licensing times. These times *must* be adhered to. It is your responsibility to ensure that these rules are followed. If there are concerns about licensing times, please contact the event planner.

If interference is experienced during the event the event coordinator will be available to assist on-site and work to find a suitable resolution. Should the on-site coordinator be unavailable for any reason, please contact the Emergency out of hours' number where somebody will always be available to help. All relevant contact details can be found in section 4 of this document.

## 4. Useful Contacts

### Event Coordinator Details

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

Direct Dial: +44 (0) 20 7981 3632

### 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](tel:+44(0)7866423619).