

# Business radio light licence application form – OfW432

For a quicker service you can make changes directly online at <https://ofcom.force.com/licensingcomlogin>.  
Registering is easy and we have published guidance to help you.

## Who should use this form?

You may use this form to apply or surrender one of the following licences:

- Business Radio (Simple UK) Licence
- Business Radio (Simple Site) Licence
- Business Radio (Suppliers Light) Licence

## Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use any Business Radio equipment

## Registering

Please note that Business Radio Licence applicants are encouraged to register and apply for and print their radio licences via the Ofcom website:

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

## Communication preference

Where possible, all correspondence will be sent to licensees electronically. If you wish to receive documents electronically, you must tick the box against each contact.

## Completing this form

When completing this application please refer to all the application guidance and complete in dark ink in BLOCK CAPITALS. All fields are mandatory unless stated otherwise.

## Important

When making a new application, you are advised not to commit to the purchase of the equipment until you have received your licence documentation.

The Wireless Telegraphy (Licence Charges) regulations set out the fees for licences to use equipment issued under the Wireless Telegraphy Act. Additionally, information can be found on the Ofcom website detailing how to calculate your licence fee: [https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0022/36823/nonexcelguide.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0022/36823/nonexcelguide.pdf)

## Payment

Payments must include all bank charges. If Ofcom does not receive full payment, it will return any partial payments received.

## How Ofcom handles personal data

We require this information in order to carry out our spectrum 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.

## For help contact:

Ofcom  
FAO Spectrum Licensing  
PO Box 1285  
Warrington  
WA1 9GL

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

Website: [www.ofcom.org.uk/manage-your-licence](http://www.ofcom.org.uk/manage-your-licence)

Telephone: 020 7981 3131

If these notes do not answer your query, please contact Ofcom spectrum licensing using the details on Page 9.

### What type of licence do I need?

#### **Simple Site Light**

This licence authorises the use of a radio system operating a base station and mobile stations within a small geographical area (typically 1 kilometre or less). Ofcom does not assign specific frequencies to licensees. Instead, licensees have access to a range of frequencies and must share and self-coordinate with other Simple Site Light licensees (for example by selecting unused channels).

#### **Simple UK Light**

This licence authorises the use of hand-portable or mobile radio equipment anywhere within the UK. Base station use is not permitted. Licensees have access to a range of frequencies spread across four Business Radio frequency bands and must share and self-coordinate with other Simple UK Light licensees.

#### **Suppliers Light**

This licence is a specialist licence for Radio Suppliers and permits them to:

- service and repair business radio and marine equipment
- hire out business radio (including trunked business radio) and/or radio paging equipment to customers for up to one year
- allocate business radio (including trunked business radio) equipment to customers awaiting Business Radio licences, for up to three months ('parking')
- demonstrate business radio (including trunked business radio) equipment to customers for up to eight days

Licensees have access to a wide range of frequencies and must share and self-coordinate with other Suppliers Light licensees.

### General information

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

- you do so under and in accordance with a licence issued by Ofcom (the Office of Communications); 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. You may need the help of your equipment supplier to complete the technical part of the form. Submitting a licence application form does not permit you to use or even install any equipment – you must wait until we have issued the licence and you have received it.

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 interference**

Since the operation of a new system may cause interference to existing users, your supplier may consider it necessary to carry out compatibility tests before you apply for your licence. Once installed and operating, your system must not cause undue interference to any other wireless telegraphy equipment. If it does, you may need to stop operating until the cause of the interference has been rectified. Ofcom cannot offer any protection against interference radiated by other authorised services, or by industrial, scientific and medical equipment; however, if you do experience interference, please contact Spectrum Licensing.

#### **CTCSS and DCS Systems / Digital Access Codes**

For a list of Continuous Tone-Coded Squelch System (CTCSS) tones and/or Digital Coded-Squelch (DCS) codes for analogue radios or digital access code for digital radios that can be used for this type of licence please refer to Section 7 of the [Ofcom Business Radio Technical Frequency Assignment Criteria \(OfW164\)](#) which can be found on the Ofcom website.

The remainder of these guidance notes provide section by section guidance on the information requested within this application form:

### Section B – Customer details

#### **Question B1a – 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 B1b – Harmonising a licence**

Ofcom can align invoices for similar licence products to one consolidated date. This makes invoicing and payments easier to manage. The conditions for harmonising a licence are:

- The licence must be under an existing customer reference number;
- Must be the same licence product;
- Must have identical payment terms (e.g. every 5 years);
- Must have an identical payment contact; and
- Must be no outstanding invoice against the licence.

#### **Question B2 – New customers**

A licence can only be issued to a legal entity (including an individual person). You should complete the appropriate option provided or if none of these applies, then provide your details under other legal entities. The declaration in Section E should also be signed. 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 B3 – Registered charities**

Registered charities may be eligible for a 50% reduction in licence costs if they have as the objective the safety of human life in an emergency.

#### **Question B4 – Licensee 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. The licensee will receive all licensing documentation and correspondence.

#### **Question B5 – Licence contact name and address**

The payment (billing) contact may be different from either the licensee or licence contact.

#### **Question B6 – Payment and billing contact**

The payment (billing) contact can be different to either the licensee or licence contact.

#### **Question B7 – Third party contact**

If the licence is being handled by a third-party contact such as a radio supplier, then this can be provided.

#### **Question B8 – Contact for licence trades**

Spectrum trading is a process that allows holders to transfer or lease the licence rights to another. It is only permitted for those licences, such as this, where Ofcom has made regulations under section 30 of the Wireless Telegraphy Act. For all spectrum trading enquiries please email: [spectrum.licensing@ofcom.org.uk](mailto:spectrum.licensing@ofcom.org.uk)

### Section C – Short-term duration

You only need to complete this section if you are applying for a short term licence where the licence is required for a period of less than 60 months. Please state the start and end dates. The licence will automatically terminate after this period. .

#### **Question C1 – Duration**

If the licence is required for a period of less than 60 months, then a start and end date can be specified. The licence will automatically terminate after this period.

### Section D – Base station details

You only need to complete this section if you are applying for a Simple Site licence.

#### **Question D1 – Site address**

The site address is the full postal address for the base station location.

#### **Question D2 – Site location**

The site location refers to the location of your radio base station antenna. The location can either be recorded using longitude and latitude coordinates or a National Grid Reference (NGR).

When submitting NGR's on the application, quoting the post code and building number that the base station is located at, may enable us to confirm the accuracy of your positional data.

The base station location refers to the location of your radio base station antenna measured to 1 metre accuracy. Please provide the information in the following format:

#### **Latitude/Longitude (WGS84)**

e.g. 51:30:28.540N and 05:43.005W

#### **National grid Reference (NGR)**

e.g. TQ 32284 80497

This information can be checked using suitable GPS equipment (e.g. a smartphone), a map, or using an online mapping tool such as [UK Grid Reference Finder](#). This tool other online support tools that can assist you with the conversion of postal codes into NGRs.

#### **Question D3 – Site contact name and address**

The site contact is the person we would contact if we need access to the base station installation, in relation to interference investigations.

## A. Application purpose

### A.1 For a new application tick the relevant box:

Business Radio (Simple UK) Licence – now complete sections B, C (short-term only) and E

Business Radio (Simple Site) Licence – now complete sections B, C (short-term only), D and E

Business Radio (Suppliers Light) Licence – now complete sections B, C (short-term only) and E

### A.2 For a surrender of an existing licence, provide your licence number:

## B. Applicant details

### B.1a Customer Reference Number (for existing licensees only)

Now go to question B.4

You can harmonise the renewal date of your licence with the renewal date of an existing licence providing the conditions are met in the guidance.

### B.1b To harmonise a licence please provide:

Existing licence number

Required renewal date (DD/MM/YYYY)

Now go to question B.4

### B.2 Who is the licence to be issued to?

A licence can only be issued to a legal entity (with the named person with contact details entered in question B.4).

Ofcom recognises the following types of entities and you should provide your name and answer any other details as appropriate to the legal entity:

**Individual or sole trader** (Please provide full name and go to Question B.3):

**Business partnership other than a limited company** (Please provide the full name and go to Question B.3):

**Registered Company (UK or non-UK)** (Please answer all parts and go to Question B.3):

Full name of company

Company registration number

**Limited Liability Partnership** (Please answer all parts, then go to question B.3)

Named partner who should be named on the licence

Full name of the limited liability partnership

Company registration number

## B.2 (continued)

### **Unincorporated Association** (Please answer all parts, then go to question B.3)

Named member who should be responsible for the licence

Full name of the unincorporated association

### **Please specify other legal entity if not listed above** (Please provide details, then go to question B.3)

Named person responsible for the licence

The full name of the legal entity (if different to above)

Company registration number (if appropriate)

## B.3 If a registered charity then please answer this question

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

No

Yes. Now answer the following:

The full name of the registered charity

Charity registration number (if appropriate)

## B.4 Licensee address details

- 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

Trading name

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

### B.5 Licence contact details (where different from above)

Licensing documentation and correspondence will be sent to this address.

NB: This is the person who is responsible for the licence and will receive all important documents including:

- Validation notice (licence amendment reminder)
- Notice of Proposed Revocation (where applicable)
- Revocation notice (where applicable)
- Surrender letters

Name

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

### B.6 Contact details for payments, billing or account queries (where different from above):

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

Please do not include payment with this application, as you will be invoiced later.

Name

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

### B.7 If you are applying via a third party (e.g. radio supplier, consultant etc.) please complete the following:

Name

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

## B.8 Contact name and address for licence trades:

Name

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

## C. Short-term duration

**C.1 Licences can be applied for up to two months in advance of the required date.**

**Please note licence start dates cannot be backdated.**

Start date:

End date:

## D. Base station details (for simple site only)

**D.1 Please provide the address of the base station:**

Address

Postcode

Country

**D.2 Site locations (inaccurate information may lead to the application being declined):**

Choose one of the following possibilities to input the data

**GB National Grid Reference**

(1-metre accuracy, e.g. TQ 32284 80497)

**or**

**WGS84 Latitude/Longitude**

(e.g. 51:30:28.540N 0:5:43.005W)

N

E

W

(select E or W as appropriate)

### D.3 Contact name and address:

Name

Address

Telephone

Mobile

Postcode

Email

Country

## E. 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 and I have the authority to make this declaration and sign this application.**

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 may be 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 will not give anyone my information except in accordance with the law;
- Ofcom may share my information to publish a register of licences under the Wireless Telegraphy Act;
- Ofcom may transfer my information to other countries in accordance with commitments entered into by Her Majesty's Government;
- Where I have provided an email address, I consent to receiving notifications, documents and correspondence in electronic form to that email address.

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 later.

If needed a member of the team will contact you to clarify any requirements of this application.

When you have completed this form you can submit this application either by:

- simply clicking the 'Submit' button below
- emailing it as an attachment to our email address shown below, or;
- posting it to the address shown below.

**Please use one method only**

### **Ofcom**

FAO Spectrum Licensing  
PO Box 1285  
Warrington  
WA1 9GL

**Allow 14 days from posting your application for receipt of your licence.**

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

There is also information available on our website at