

Community Radio - Technical Change Request Form

Community Radio – Improvements to Existing Coverage and Coverage Extensions

Technical Change Request Form

This form should be used for any requests relating to a change in the transmission arrangements of an analogue community radio service, such as:

- changing the transmission parameters at an existing transmission site (e.g. increasing the power of a transmitter or changing the aerial height or pattern)
- changing transmission site
- adding a new transmission site (for a relay)

Complete all relevant parts of this form and provide coverage maps as appropriate. Incomplete forms may result in your application being unsuccessful.

Before completing this form, applicants are strongly advised to read the separate guidance document.

Part 1 – Applicant's details

Licence number:	
Licence area:	
Licensee:	
Station name:	
Contact name:	
Contact email address:	
Contact telephone number:	
Date of request:	

Part 2 – Current transmission details

Site name:	
Site address (including postcode):	
Site owner:	
National Grid Reference:	
Site height (aod):	
Antenna height (agl):	
Aerial pattern:	
Frequency:	
Transmission power:	

If you currently have more than one existing transmission site, please tick the box below and complete one set of details for the additional existing transmission site(s) in Annex 1.

- There is more than one existing transmission site and I have completed the details of the additional existing site(s) in Annex 1 – part A.

Part 3 – Details of proposed change

Improvement to existing coverage or coverage extension

3.1 Do you request an improvement to existing coverage or a coverage extension? See Section 2 of the guidance document for further information.

Licensees should first check the technical conditions in their WTA licence and assess if there might be scope for changing or upgrading equipment in order to improve the radio signal while remaining within the limits authorised under the WTA licence and Community Radio licence as it stands now.

- Improvement to existing coverage within the licensed coverage area (please complete part 3a)
- Coverage extension of the licensed coverage area (please complete part 3b)

Technical change being applied for - transmission parameters, site move and/or additional relay transmitter

3.2 Please indicate below which technical change(s) you are applying for. In paragraphs 2.6 – 2.36 of the guidance document you can find an explanation and guidance about the different possibilities.

- Changing the transmission parameters at an existing transmission site (e.g. power increase or changing the aerial height or pattern) (please complete part 4)
- Changing the location of the transmission site (please complete part 5)
- Adding a new transmission site (please complete part 6)

3.3 Please provide an explanation in the section below if you are requesting a combination of changes or if you want to provide multiple options (see paragraphs 2.12 – 2.13 of the guidance document):

3a) Coverage improvement

Complete the following section if your request is to improve the existing coverage within your licensed coverage area.

Outline of proposed change

3.4 Describe the areas in which you want to improve your existing coverage within the licensed coverage area and provide evidence of poor coverage or significant and harmful incoming interference in your licensed coverage area, including a map in which you have marked the areas in which you want to improve your coverage.¹ See sections 2.37 – 2.45 of the guidance document for further information. If you refer to annexes, please list them at question 3.6.

3.5 Set out details of the change(s) you wish to make to your transmission arrangements and explain why you think this is the best technical solution.

3.6 Provide a list of the annexes (maps and possibly other evidence).

Number	Name	Short description

Your application may be unsuccessful if you do not provide all the information requested.

¹ Please refer to the licensed coverage area map of your area on our website:
<http://static.ofcom.org.uk/static/radiolicensing/html/radio-stations/community/community-main.htm>

If you are proposing to **change the transmission parameters at an existing site**, go to **Part 4** of this application form.

If you are requesting permission to **move to a new transmission site**, go to **Part 5** of this application form.

If you are proposing to **add one or more new transmission sites** to your licence, go to **Part 6** of this application form.

3b) Extension of existing coverage

Complete the following section if your request is to extend your licensed coverage area.

Outline of proposed change

1. Please provide a reasoned argument for the extension of existing coverage, including:
 - a. A description of the area you wish to extend existing coverage to include (e.g. the streets, council ward(s) or town), along with a map illustrating the area concerned (a map with the requested area marked/circled);²
 - b. The reason why you are requesting an extension of coverage into this area;
 - c. An estimate of the size of the population in the area you wish to extend into and the source of this information (e.g. local council statistics) and any evidence of demand or support for the service in the extended area;
 - d. Whether the area or locality into which you wish to extend existing coverage has a relationship or affinity to the existing licensed area, and a description of that relationship or affinity; and
 - e. Whether there are any exceptional circumstances which would justify an increase which would be reasonably considered to be "significant"; and
 - f. A short description of how the station will provide a community radio service for the target community in the extended area in accordance with the 'Characteristics of service' requirements; and
 - g. Any other reasons for the request that you wish us to consider.
2. Set out details of the change(s) you wish to make to your transmission arrangements and explain why you think this is the best technical solution.
3. If you refer to annexes like maps or evidence, please provide a list at questions 3.15 below.

Your application may be unsuccessful if you do not provide all the information requested.

See sections 2.46 – 2.53 of the guidance document for further information.

3.7 Description of the area you wish to extend existing coverage into:

3.8 Why you are requesting an extension into this area:

² Please refer to the licensed coverage area map of your area on our website:
<http://static.ofcom.org.uk/static/radiolicensing/html/radio-stations/community/community-main.htm>

3.9 Size of the population, the source of this information and any evidence of demand or support for the service in the extended area:

3.10 Relationship or affinity to existing licensed area:

3.11 Exceptional circumstances to justify a significant coverage increase (if applicable):

3.12 How you will provide a community radio service for the target community in the extended area:

3.13 Any other reasons for the request that you wish us to consider (if applicable):

3.14 Proposed technical change including an explanation why this is the best technical solution:

3.15 List of annexes:

Number	Name	Short description

If you are proposing to **change the transmission parameters at an existing site**, go to **Part 4** of this application form.

If you are requesting permission to **move to a new transmission site**, go to **Part 5** of this application form.

If you are proposing to **add one or more new transmission sites** to your licence, go to **Part 6** of this application form.

Part 4 – Modification to existing transmission site(s)

Complete the following section if your request is to modify the transmission parameters (e.g. power increase, change to aerial pattern) at an existing transmission site.

4.1 Site name (use the same name that you have used in part 2 of the form)

4.2 I request a change to the following transmission parameters:

- Increase to the transmission power (Ofcom will determine the transmission power that you need to improve or extend the coverages in the areas you have described in section 3a or 3b of this application form)
- Change to the aerial height
- Change to the aerial pattern

4.3 Explain the requested change in the transmission parameters:

4.4 If you are requesting permission to make modifications at more than one existing transmission site, tick the box below and complete one set of details for each such site in Annex 1 of this document.

- I want to request permission to make modifications to more than one existing transmission site and I have completed the details in Annex 1 – part B.

Part 5 – Proposed move of the transmission site

Complete the following section if your request is to move to a new transmission site.

5.1 Provide details of the existing transmission site and the proposed new transmission site.

Current transmission details		Proposed new transmission site	
Site name:		Site name:	
Site address:		Site address:	
Site owner:		Site owner:	
National Grid Reference:		National Grid Reference:	
Site height:		Site height:	
Antenna height:		Antenna height:	
Aerial pattern:		Aerial pattern:	
Frequency:		Frequency:	N/A
Transmission power:		Transmission power:	To be determined by Ofcom
Comments			

5.2 If you are requesting permission to move more than one existing transmission site, tick the box below and complete one set of details for the other site(s) in Annex 1 of this document.

- I want to request permission to move more than one existing transmission site and I have completed the details in Annex 1 – part C.

Part 6 – Proposed additional transmission site(s)

Complete the following section if your request is to add one or more new transmission sites to your existing site(s).

Proposed new transmission site	
Site name:	
Site address:	
Site owner:	
NGR:	
Site height:	
Antenna height:	
Aerial pattern:	
Frequency:	To be determined by Ofcom
Transmission power:	To be determined by Ofcom
Comments	

6.2 If you are requesting permission to add more than one additional transmission site, tick the box below and complete one set of details for the other site(s) in Annex 1 of this document.

- I want to request permission to add more than one additional transmission site and I have completed the details in Annex 1 – part D

Annex 1. Additional request forms for transmission sites

Part A – Additional current transmission details

Part A of the annex is only relevant if you have more than one existing transmission site. Please provide the details below in addition to the details in part 2 of the document.

Existing transmission site 2

Site name:	
Site address (including postcode):	
Site owner:	
National Grid Reference:	
Site height (aod):	
Antenna height (agl):	
Aerial pattern:	
Frequency:	
Transmission power:	

Existing transmission site 3

Site name:	
Site address (including postcode):	
Site owner:	
National Grid Reference:	
Site height (aod):	
Antenna height (agl):	
Aerial pattern:	
Frequency:	
Transmission power:	

Part B – Modification to additional existing transmission site(s)

Part B of the annex is only relevant if you want request to modify the technical parameters of more than one existing transmission site. Please provide the details below in addition to the details in part 4 of the document.

Request for modification of existing transmission site 2

B.1 Site name (use the same name that you have used in part 2 or part A)

B.2 I request a change to the following transmission parameters:

- Increase to the transmission power (Ofcom will determine the transmission power that you need to improve or extend the coverages in the areas you have described in section 3a or 3b of this application form)
- Change to the aerial height
- Change to the aerial pattern

B.3 Explain the requested change in the transmission parameters:

Request for modification of existing transmission site 3

B.1 Site name (use the same name that you have used in part 2 of the form or the annex)

B.2 I request a change to the following transmission parameters:

- Increase to the transmission power (Ofcom will determine the transmission power that you need to improve or extend the coverages in the areas you have described in section 3a or 3b of this application form)
- Change to the aerial height
- Change to the aerial pattern

B.3 Explain the requested change in the transmission parameters:

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Part C – Proposed move of the transmitter site

Part C of the annex is only relevant if your request is to move more than one existing transmission site. Please provide the details below in addition to the details in part 5 of the document.

Request for moving existing transmission site 2

Provide details of the existing transmission site and the proposed new transmission site.

Current transmission details		Proposed new transmission site	
Site name:		Site name:	
Site address:		Site address:	
Site owner:		Site owner:	
National Grid Reference:		National Grid Reference:	
Site height:		Site height:	
Antenna height:		Antenna height:	
Aerial pattern:		Aerial pattern:	
Frequency:		Frequency:	N/A
Transmission power:		Transmission power:	To be determined by Ofcom
Comments			

Request for moving existing transmission site 2

Provide details of the existing transmission site and the proposed new transmission site.

Current transmission details		Proposed new transmission site	
Site name:		Site name:	
Site address:		Site address:	
Site owner:		Site owner:	
National Grid Reference:		National Grid Reference:	
Site height:		Site height:	
Antenna height:		Antenna height:	
Aerial pattern:		Aerial pattern:	
Frequency:		Frequency:	N/A
Transmission power:		Transmission power:	To be determined by Ofcom
Comments			

Part D – Proposed additional transmission site(s)

Part D of the annex is only relevant if your request is to add more than one additional transmission site. Please provide the details below in addition to the details in part 6 of the document.

Proposed new transmission site 2	
Site name:	
Site address:	
Site owner:	
NGR:	
Site height:	
Antenna height:	
Aerial pattern:	
Frequency:	To be determined by Ofcom
Transmission power:	To be determined by Ofcom
Comments	

Proposed new transmission site 3	
Site name:	
Site address:	
Site owner:	
NGR:	
Site height:	
Antenna height:	
Aerial pattern:	
Frequency:	To be determined by Ofcom
Transmission power:	To be determined by Ofcom
Comments	

Proposed new transmission site 4	
Site name:	
Site address:	
Site owner:	
NGR:	
Site height:	
Antenna height:	
Aerial pattern:	
Frequency:	To be determined by Ofcom
Transmission power:	To be determined by Ofcom
Comments	