

Ofcom application form OfW430

Application Form for a Business Radio Area Defined Licence

1. Before filling out this form, please read these notes. If you are unsure how to complete any part of this form, please refer to the Guidance Notes at the end of the form.
2. An Area Defined licence authorises the use of a frequency or frequencies in a defined geographical area. Licensees can make base station deployments anywhere within their defined geographical area (while complying with boundary conditions) without registering these deployments with Ofcom except in the following scenarios:
 - If the deployments are in Band III or UHF1;
 - If the deployments are in any band and require international coordination. To check whether your deployments will require international coordination, please refer to the Memorandums of Understanding (MoUs) with the UK's continental neighbours on the Business Radio section of the Ofcom website.To register your deployments with Ofcom, or make amendments to these deployments, please complete the Post Issue Support Form for a Business Radio Area Defined Licence. This form is also available on the Business Radio section of the Ofcom website.
3. All fields are mandatory unless stated otherwise.
4. Please use **BLOCK CAPITALS** and **black ink** throughout this form.

5. Incomplete or illegible applications may result in delays and/or the application form being returned.
6. When making a new application you are advised not to commit to the purchase of the equipment until we have notified you of your assignment(s).
7. The Wireless Telegraphy (Licence Charges) Regulations set out the fees for licences to use radio equipment issued under the Wireless Telegraphy Act. Information on how to calculate your licence fee can be found on the Ofcom website.

8. How we use your data

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

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

www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement

A Customer details

A.1 If you are an existing licensee please provide your customer reference number and go to question 4. If not, go to question 2.

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:

<input type="checkbox"/> individual or sole trader	<input type="checkbox"/> public body	<input type="checkbox"/> religious body
<input type="checkbox"/> partnership	<input type="checkbox"/> local government	<input type="checkbox"/> NHS England and Wales
<input type="checkbox"/> limited company/plc	<input type="checkbox"/> registered charity	<input type="checkbox"/> NHS Scotland
<input type="checkbox"/> unincorporated association	<input type="checkbox"/> university/educational	<input type="checkbox"/> NHS Northern Ireland
<input type="checkbox"/> government	<input type="checkbox"/> non UK company	<input type="checkbox"/> sporting club
<input type="checkbox"/> crown body	<input type="checkbox"/> non UK govt/administration	<input type="checkbox"/> royal charter

Individual or sole trader

Full name

Partnership

Full name

NB: For a partnership, please give the full name of one partner (who must also sign the declaration on page 9) and supply a list of the full names of all other partners in the declaration.

Limited or public limited company/Incorporated association

Name Company registration no.

Registered charity

Name Charity registration no.

Other legal entity

Name Registration no. (where applicable)

A.3 If your organisation is a registered charity, does it have as its object the safety of human life in an emergency?

Yes No

A.4 Licensee name and address (use registered address unless you specifically want an alternative)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference: E-mail Letter

A.5 Company or partnership trading name

A.6 Licensee contact name and address
(where different from above)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference: E-mail Letter

A.7 Contact name and address for payments or account queries (where different)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference: E-mail Letter

A.8 Technical contact name and address (where different)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference: E-mail Letter

A.9 If you are applying via a third party (e.g. radio supplier, consultant etc) **please complete the following:**

I/we authorise the following company to apply for this licence on my/our behalf:

Name

Address

Postcode

Tel

Fax

E-mail

I/we would like a copy of the licence to be sent to our radio dealer/supplier

Please indicate your communication preference: E-mail Letter

A.10 Contact name and address for licence trades (where different)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference: E-mail Letter

A.11 If you wish to apply for a licence period of less than one year, please indicate the duration required

Months

A.12 If you are an existing customer and wish to harmonise the renewal date of your new licence with the renewal date of an existing licence, please enter the preferred renewal date

Day Month Year

B Geographical area

B.1 Which geographical area do you wish to apply for?

UK (all of England, Scotland, Wales and Northern Ireland)

National areas

England

Northern Ireland

Scotland

Wales

Grid squares (Please refer to the map on the next page to choose your preferred grid squares)

HP All D

HU All A B C

HY All A B C D

HZ All A

NB All A B C D

NC All A B C D

ND All A C

NF All B D

NG All A B C D

NH All A B C D

NJ All A B C D

NK All A C

NL All B D

NM All A B C D

NN All A B C D

NO All A B C D

NR All A B C D

NS All A B C D

NT All A B C D

NU All A C

NV All A B C D

NW All A B C D

NX All A B C D

NY All A B C D

NZ All A C D

SA All A B

SB All A B

SD All A B C D

SE All A B C D

SH All A B C D

SJ All A B C D

SK All A B C D

SM All D

SN All A B C D

SO All A B C D

SP All A B C D

SR All B

SS All A B C D

ST All A B C D

SU All A B C D

SV All D

SW All B C D

SX All A B C D

SY All A B

SZ All A B

TA All A C

TF All A B C D

TG All C D

TL All A B C D

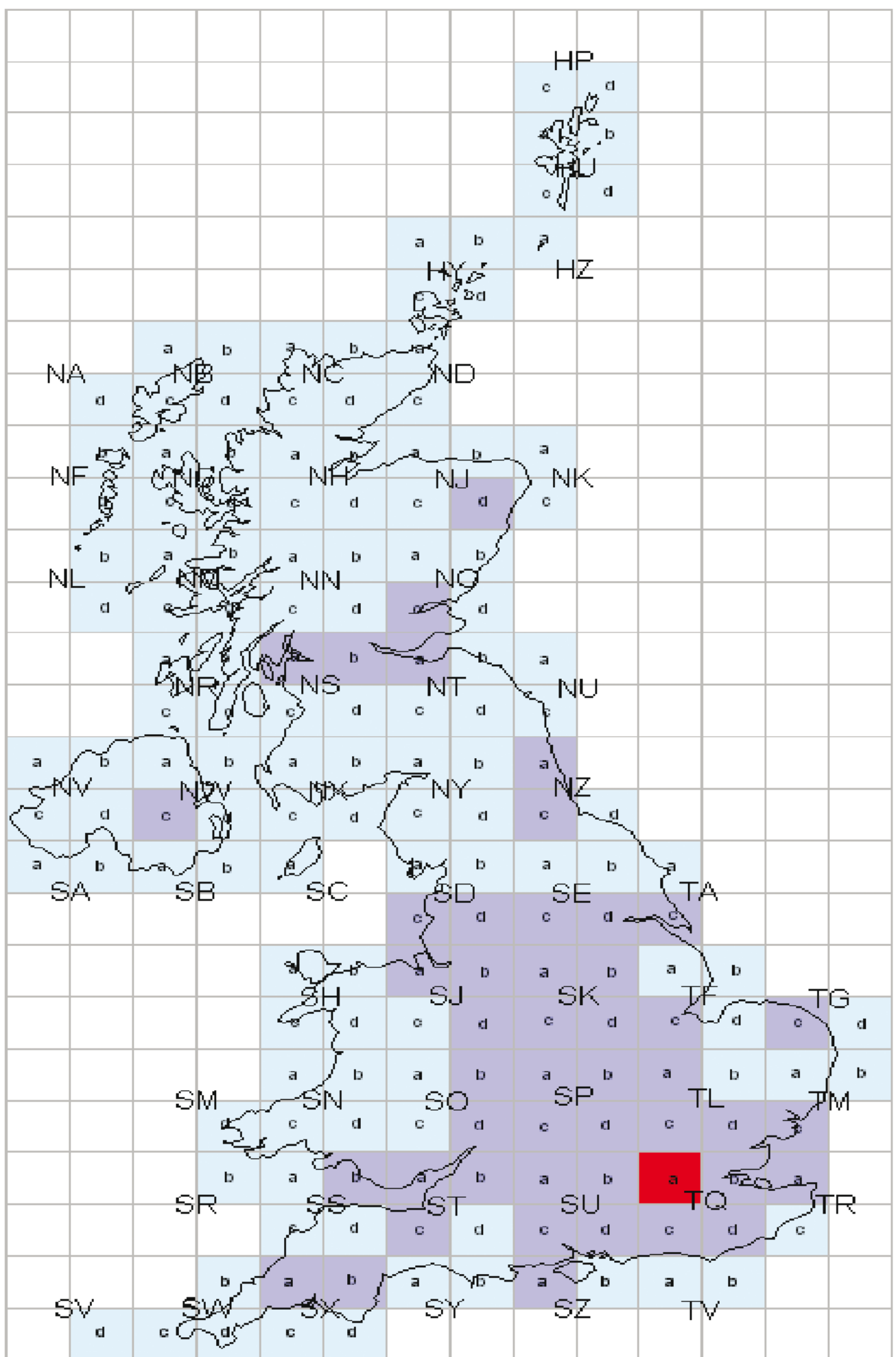
TM All A B C

TQ All A B C D

TR All A C

TV All A B

Grid square map



C Spectrum details

C.1 Please indicate your preferred choice of frequency band

(As it may not be possible to assign your preferred band, you should also indicate a second choice.)

Paging
26.225 to 49.49375 MHz

VHF-Low
68.08125 to 87.49375 MHz

VHF-High
165.04375 to 173.09375 MHz

UHF-1 *
425.00625 to 449.49375 MHz

Band 1
55.75 to 68.0 MHz

VHF-Mid
137.9625 to 165.04375 MHz

Band III *
177.20625 to 207.49375 MHz

UHF-2
453.00625 to 466.08750 MHz

- Please note that assignments in UHF1 are subject to co-ordination with other users of the band. Also, duplex channels are only available in certain major conurbations

- * Please note for Band III there will be changes as a result of the RRC-06 Treaty that may affect the longer term availability of some channels. The latest information on Band III is available in the Business Radio section of the Ofcom website

C.2 Please indicate if the proposed system is analogue or digital

Analogue

Digital

C.3 How many channels do you require?

No. of dual frequency channels

No. of single frequency channels

C.4 Please specify the channel bandwidth you require:

6.25 kHz

12.5 kHz

25 kHz

Other

C.5 Do you have a preferred Base and/or Mobile transmit frequency?

Optional	Base transmit frequency (MHz)	Mobile transmit frequency (MHz)	Channel Bandwidth (kHz)
Channel 1	1 6 5 . 0 4 3 7 5	1 6 5 . 0 4 3 7 5	
Channel 2	1 6 5 . 0 4 3 7 5	1 6 5 . 0 4 3 7 5	
Channel 3	1 6 5 . 0 4 3 7 5	1 6 5 . 0 4 3 7 5	
Channel 4	1 6 5 . 0 4 3 7 5	1 6 5 . 0 4 3 7 5	
Channel 5	1 6 5 . 0 4 3 7 5	1 6 5 . 0 4 3 7 5	
Channel 6	1 6 5 . 0 4 3 7 5	1 6 5 . 0 4 3 7 5	

D Payment details

For information on how to calculate your fees, please view the following webpage:

<https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/business-radio/guidance-for-licensees/business-radio-faqs>

Please do not send payment until you receive an invoice from Ofcom

The quickest way to pay your licence fee(s) is online using a debit or credit card: <https://secure.ofcom.org.uk/payments>

Payments by this method are limited to £5,000.

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

Ofcom accepts the following payment methods:

- **Direct Debit** (This option is not available for new applications, unless you have an existing direct debit agreement in place with Ofcom for the payment of other current live licence fees)
- **BACS or CHAPS** payment
- **Credit or debit card**
- **Cheque** (payable to Ofcom)

Why Ofcom cannot quote purchase order numbers on invoices

The grant of a licence by Ofcom is made pursuant to statutory powers and does not constitute the sale of a product or service.

New Application Payment Terms

If no payment is received before the due date specified in your invoice, Ofcom may consider that your application has been cancelled and you will have to reapply.

E Declaration

I understand and accept that:

- **Ofcom may use or share my information to help:**
 - a) **issue, amend, validate and/or surrender a Wireless Telegraphy Act licence;**
 - b) **maintain and publish a register of licences under the Wireless Telegraphy Act;**
- **Ofcom will not give anyone my information except:**
 - a) **where Ofcom have my permission; or**
 - b) **where Ofcom are required or permitted to do so by law; or**
 - c) **to other companies or organisations who provide a service to Ofcom or me;**
- **Ofcom may transfer my information to other countries. If Ofcom does this you will ensure that anyone to whom Ofcom pass it provides an adequate level of protection;**
- **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 as well as to possible prosecution under the Wireless Telegraphy Act.**

Signature of applicant

For self and partners (tick if applicable)

Date of application

Full name

Position in organisation

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.

Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>

If the number of partners exceeds the space provided above, additional partners' details should be provided on a separate sheet of paper in the format given above and attached to this form.

F Where to send this form

Please send your completed application form to:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

E-Mail spectrum.licensing@ofcom.org.uk
Tel 020 7981 3131

PLEASE ALSO READ THE KEY GUIDANCE NOTES ON PAGE 2 OF THIS APPLICATION FORM. IF THESE NOTES DO NOT ANSWER YOUR QUERY, PLEASE CONTACT THE OFCOM LICENSING CENTRE USING THE DETAILS ABOVE

Please note that Business Radio bands are very congested and it will not always be possible for us to satisfy demand for new licences, especially in highly popular frequency bands or geographical areas.

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.

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 the Ofcom Licensing Centre on 0300 123 1000.

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

Section A – Customer details

Q1 – 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.

Q4 – 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.

Q11 – Short-term licence

Technically Assigned licences are issued for a default period of one year. This question provides you with the opportunity to apply for a licence to cover a shorter period.

Q12 – Harmonisation

If you complete this question, we will send you a request for payment for the fraction of the annual licence fee which is payable up until the specified renewal date. You will need to pay this amount before we issue you with a new licence. We will then send you a request for payment for the full annual licence fee shortly before the preferred renewal date.

Section B – Geographical area details

Please choose the most appropriate geographical area for your radio operation. You can choose either the whole of the UK, an individual nation or nations, or one or more grid squares. Each grid square is 50km by 50km in size. You can choose as many grid squares as you wish. The map on page 7 shows the available grid squares. The different colours represent different population categories, red being the most populous and light blue the least. Grid squares with a higher population attract a higher licence fee. Please note that each licensed grid square is subject to field strength limits at the boundary (-116 dBm/12.5 kHz). In practice, it may not be possible to deploy a base station near the boundary without breaching the field strength limit. In order to operate near the boundaries of squares, you may need to purchase adjoining squares. Please refer to our Technical Frequency Assignment Criteria on the Ofcom website for more details.

Section C – Spectrum details

Q1 – Frequency band

You can choose a first and second choice frequency band. This is optional. However, radio frequency use is very congested in some areas and choosing more than one band will increase your chances of receiving a frequency assignment. Additionally, some radio equipment can be tuned over more than one frequency band. Your radio supplier should be able to advise you on the frequency bands that your radio equipment can use.

Please note for Band III there will be changes as a result of the RRC-06 Treaty that may affect the longer term availability of some channels. The latest information on Band III is available in the Business Radio section of the Ofcom website.

Please also note that assignments in UHF1 are subject to co-ordination with other users of the band. Also, duplex channels are only available in the following major conurbations: London, Warrington, Birmingham, Glasgow, Aberdeen, Bradford, Derby, Edinburgh, Halifax, Leeds, Leicester, Middlesbrough, Nottingham, Preston, Sheffield, Tyneside, Swansea, Cardiff, Newport, Bristol, Coventry. If you wish to apply for an Area Defined licence in UHF1, please e-mail us at businessradio@ofcom.org.uk and we will contact you to discuss your options.

Q3 – Channel bandwidth

Channel bandwidth refers to the width of the radio frequency measured in kilohertz (kHz). Most business radio equipment uses 12.5 kHz frequencies. However, TETRA systems and some paging systems use 25 kHz. Some newer equipment may use 6.25 kHz. If you intend to use a 2 x 12.5 kHz dual frequency channel, you should tick 12.5 kHz.

Optional – Preferred frequencies

Please note, it will not always be possible to provide you with your preferred frequencies.