

# Aeronautical radio ground station licence application form – OfW586a

## Guidance for completing this form

### Who should use this form?

You may use this form to apply, amend or surrender an Aeronautical Radio Ground Station licence in the United Kingdom Isle of Man, Jersey and Guernsey or a platform in the UK Continental Shelf.

### Conditions

To establish an Aeronautical Ground Radio Station, you must normally have:

- An equipment approval under the Air Navigation Order (ANO), issued by the CAA's Safety and Airspace Regulation Group (SARG);
- A frequency assignment, issued by the CAA's SARG; and
- An aeronautical radio licence under the Wireless Telegraphy Act 2006 ('the WT Act'), issued by Ofcom.

All three are required before you may establish or use any aeronautical radio equipment. When making a new application, you may wish to check with SARG that the equipment is suitable. The frequency assignment and ANO approval will be issued by SARG and arrive together but the radio licence, issued by Ofcom, will arrive separately. This documentation is not transferable between legal entities.

### Communication preference

Where possible, all correspondence will be sent to licensees electronically.

If you do not wish to receive documents electronically, you must opt out by ticking the box against each contact.

### Completing this form

When completing this application please refer to the notes and complete in dark ink in BLOCK CAPITALS.

All fields are mandatory unless stated otherwise.

### Important

Ofcom makes regulations, which set out the fees for licences to use equipment issued under the WT Act. Further information about how we calculate your licence fees is available on the Ofcom website:

<https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/aeronautical-licensing/licence-fees-calculator>

### How we use your data

We require this information to carry out our 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 right: [www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement](http://www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement)

When we receive an application for an aeronautical radio ground station licence, we share this form OfW586a with the CAA, as they need the information contained therein in order to perform their functions and enable you to establish your aeronautical ground radio station and to assess whether the installation can be approved under the ANO. The CAA SARG may contact you to obtain further details in support of your application.

In the case of a new application or a change in your payment contact details, you will also need to complete [form OfW586b](#) (Ground station payment contact details) and submit it to Ofcom along with this form OfW586a.

However, we will not share personal data that you provide in form OfW586b (this is why we collect this information separately).

## False representation statement

Articles 256 and 265 of the ANO provides that it is offence to make, with intent to deceive, any false representation for the purpose or procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render may face a fine, imprisonment or both.

## For licensing help contact:

Ofcom  
FAO Spectrum Licensing (Aeronautical)  
2a Southwark Bridge Road  
LONDON  
SE1 9HA

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)  
Phone: 020 7981 3131

## For frequency assignment and ANO approval assistance help contact:

Safety and Airspace Regulation Group  
Future Safety, Communications, Navigation and Surveillance  
E-mail: [frequency.approval@caa.co.uk](mailto:frequency.approval@caa.co.uk)  
Website: [www.caa.co.uk](http://www.caa.co.uk)

## 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 us.

## Changes to licensee

WT Act Licences may not be transferred. The Licensee must give prior or immediate notice to Ofcom in writing of any change in the details of the name and/or address of the licensee.

## Changes to aeronautical equipment

The licensee must give prior notice of any change to equipment by completing this application.

## Special events providing ATC or FIS services

If you wish to establish a special event requiring a temporary Air Traffic Control (ATC) service or a Flight Information Service (FIS), the nominated service provider must apply, using this form, at least 60 days before the event.

## ATC special events - ANO Article 180 approval fees

Fees are required by the CAA to cover ANO Article 180 Approvals for Special Events requiring any ATC services. Charges are calculated in accordance with the CAA Scheme of Charges (Aerodrome Licensing and EASA certification and Aerodrome Air Traffic Services Regulation): [www.caa.co.uk/publications](http://www.caa.co.uk/publications).

It is worth noting that the CAA and Ofcom have different payment requirements. The CAA will not process the applications until the initial charges have been received. Ofcom will send you an invoice prior to sending out the radio licence.

If the CAA needs to investigate, and this exceeds the application charge payable, the applicant can expect to pay additional charges to recover those excess costs incurred by the CAA in accordance with the scheme of charges.

If a member, or an employee, of the CAA is required to travel overseas in respect of this application you are advised to read the CAA scheme of charges to which this application relates to the section entitled 'Additional charges where the functions are performed outside of the United Kingdom'. All expenses incurred in pursuance of this application by travelling overseas will be payable by the applicant on demand.

If this application is withdrawn, a cancellation charge may be levied to reflect the work carried out by the CAA up to the point of cancellation. The CAA refund policy can be found at [www.caa.co.uk/refunds](http://www.caa.co.uk/refunds).

## Radio licence fees

The licence fee should only be paid to Ofcom after you have been invoiced. The licensee must pay the relevant fee as provided for by section 12 of the WT Act and the Regulations that have been made under that section. If you fail to pay the licence fee, Ofcom may revoke the licence.

A licence fee is applicable to each frequency applied for.

The fee for an Aeronautical Radio Ground Station licence is payable annually. Temporary licences are available for licences, whose annual fee is not less than £75. This fee is 1/12th of the annual fee for each month or part month, subject to a minimum fee of £20. Licence fees exceeding £20 will be rounded up to the nearest pound.

## Access and inspection

Civil Aviation Publication (CAP) 670 ([www.caa.co.uk/CAP670](http://www.caa.co.uk/CAP670)) describes the safety requirements for equipment providing Air Traffic Services (ATS) and Air Ground Communication Services (AGCS).

## Frequency assignment

Some frequencies are 'pre-assigned' and available for aeronautical radio stations for specific purposes. Most are subject to international coordination according to the process defined by the International Civil Aviation Authority (ICAO) Frequency Management Group and adopted for use within Europe. This may result in a delay of several weeks before a WT Act Licence and ANO Approval can be issued.

Frequency assignments other than those for offshore use (e.g. platforms) are generally protected within the Designated Operational Coverage (DOC) from co- and adjacent-channel interference. In more congested areas, it may be necessary to share a frequency or even accept some levels of interference depending on the nature of the aerodrome operations.

Offshore frequency assignments (e.g. on platforms) are protected within their DOC from co- and adjacent-channel interference when they are used for Traffic or Traffic /Logistic communications. RTF Operations, Area A to P Assignments, for Traffic/Logistics frequencies are used on a shared basis and interference must be tolerated.

Assignments for Operational Control and Recreational Aviation are generally assigned on a non-protected basis and share between users. Frequencies for data links are assigned according to an ICAO plan and are not shared with any other stations providing analogue voice.

## Radio equipment use

For frequency management purposes, the CAA reserves the right to restrict the range of communication to limits lower than those requested, to change frequencies where necessary or revoke frequency allocations. Allocations of aeronautical radio frequencies are for aeronautical use only. Frequencies can only be allocated for use within the UK Flight Information Region.

The Licensee must ensure that the Radio Equipment is constructed and used only in accordance with the provisions specified in the documentation issued by Ofcom and the CAA. Any proposed changes must be agreed with Ofcom and the CAA in advance and implemented only after the appropriate documentation has been varied and/or reissued accordingly.

**The remainder of these guidance notes provide help on specific questions**

### Question B.1 – Existing customers

If you already hold a WT Act 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 B.2 – New customers

A WT Act Licence can only be issued to a legal entity. You should tick one of the options provided. 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 B.3 – 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.

### Question B.4 – Licence contact name and address

This is the preferred contact to receive licensing documentation and correspondence.

### Questions C.1 and C.2 – Aeronautical ground station licence products and radio licence fees

You need only tick one of the service options against the options provided in both C.1 and C.2.

Question C.1 provides fourteen UK aeronautical ground station options specified 'a to m'. Question C.2 provides nine Crown Dependency aeronautical ground station options specified 'a to i'.

Question C.1 licence products 'a to f' attract a bespoke fee that reflects the value of the spectrum used. These fees are derived from the Designated Operational Coverage (DOC) (or the polygonal area for Area services such as VDL), which have a formula applied to them. This area is captured in section F. The formulas are set by Ofcom but based on the ICAO separation rules. For these services you will be advised of the fee payable when invoiced.

The remaining C.1 licence products 'g' to 'n' and C.2 licence products 'a' to 'i' are not formula based. For these the method to derive the fee is stated against each option.

### Question D.4 – Call signs

Call signs must be agreed by CAA SARG. You should provide a suitable call sign, but the CAA reserves the right to amend this.

### Questions F.1, L.1 & M.2 (as appropriate) – locations

The preferred format for DOC and transmitter locations is for numerical values in latitude and longitude expressed in degrees, minutes and seconds. To convert decimal degrees, use the formula:

degrees = decimal degrees

minutes =  $[60 \times (\text{decimal degrees} - \text{degrees})]$

seconds =  $3,600 \times (\text{decimal degrees} - \text{degrees}) - (60 \times \text{minutes})$

As an example:

Decimal	51.1537°N	
Degrees	= 51	<b>51 N</b>
Minutes	= $60 \times (51.1537 - 51.0)$	<b>09</b>
Seconds	= $3600 \times (51.1537 - 51.0) - (60 \times 9)$	<b>13.32</b>

Decimal	0.1821°W	
Degrees	= 0	<b>00 W</b>
Minutes	= $60 \times (0.1821 - 0.0)$	<b>10</b>
Seconds	= $3600 \times (0.1821 - 0.0) - (60 \times 10)$	<b>55.56</b>

## A. Application purpose

### A.1a Tick the purpose of this application :

New application. Please provide a completed [OfW586b application](#)

Amendment to an existing licence. Please answer question A1b

Surrender of an existing licence. Please answer question A1b

### A.1b Provide your existing licence number

### A.2 Operational details

Permanent Aeronautical Ground Station

Special Event Aeronautical Ground Station (e.g. licence required for less than 12 months)

## B. Applicant details

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

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:

Licence number of an existing licence      Required renewal date (DDMMYYYY)

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. Ofcom recognises the following types of entity. Please tick the relevant box:

Government	NHS Scotland	Individual or sole trader
Incorporated association	Non-UK company/PLC	Unincorporated association
Limited company/PLC	Non-UK government/ administration	University/educational
Local government	Partnership	Community interest
NHS England and Wales	Public body	Royal charter
NHS Northern Ireland	Registered charity	Religious body

If **individual or sole trader**, please provide full name:

If a **partnership**, please provide the full name of one partner (who must also sign the declaration of this form and supply a list of all the full names of all the other partners in the declaration):

If a **limited company, public limited company (PLC) or incorporated association** please provide:  
Company name      Company registration number

## B.2 (continued)

If a **registered charity** please provide:

Charity name

Charity registration number

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

Yes

No

If any **other legal entity** please provide:

Name

Registration number (where applicable)

## B.3 Licensee contact 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

Name

Trading name

Address

Telephone

Mobile

Postcode

Fax

Country

Email

Please indicate your communication preference:

Email

Letter

## B.4 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

Fax

Country

Email

Please indicate your communication preference:

Email

Letter

## B.5 Contact name and address for payments, billing or account queries

- For a new application please provide this contact information in application [form OfW586b](#).
- Please do not include payment with this application as it will not be processed. Ofcom will invoice you later.

## C. Aeronautical ground station operational details

Please tick one of the options in either question C1 for United Kingdom (including a platform in the UK Continental Shelf) or C2 for Isle of Man, Jersey, Guernsey.

### C.1 Please tick one of the aeronautical ground station options required for UK:

Licence products 'a to f' have fees derived using a formula based on the Designated Operational Coverage (DOC) type associated with the licence and all require sections D, E, F, G, H (or I or J), K and N to be completed.

Products 'a to c' permit two DOC types, **Area** or **Circular**, one of which should be entered in section F.

#### a. Air ground, aerodrome flight information service and tower

A/G

AFIS

TWR

#### b. Area control including flight information service

ACC

FIS

#### c. Approach

APP

Products 'd and e' only permit the **Area** DOC types which should be entered in section F.

#### d. Aircraft communications addressing and reporting system

ACARS

#### e. Very high frequency data link

VDL

Products 'f' only permits the **Broadcast** DOC types which should be entered in section F.

#### f. Aeronautical broadcast

VOLMET

ATIS

Licence products 'g to n' do not require the Designated Operational Coverage (DOC) type specified and require sections D, E, G, H (or I or J), K, and P to be completed.

#### g. Operational control - Annual fee is £117 per 8.33 kHz<sup>1</sup>

OPC

#### h. Aerodrome surface, ground movement control and departure ATIS - Annual fee is £117 per 8.33 kHz<sup>1</sup>

AS

GMC

DATIS

**Note 1:** Temporary licences attract a fee of 1/12 of the annual fee for each month or part month subject to a minimum of £25. Fees exceeding £25 will be rounded up to the nearest £.

## C.1 (continued)

**i. Offshore** - Annual fee is £117 per 8.33 kHz<sup>1</sup>. If using a mobile, then add £75 to the annual fee. Also, if you require a Non-Directional (radio) Beacon then also complete sections M1, M2, M3, M4 and M10.

OS fixed service

OS mobile

Number of mobiles:

Provide IMO number:

**j. Recreational aviation** - Annual fee is £75<sup>1</sup>

RA

State type (e.g. microlight, balloon, glider, parachute):

**k. High frequency** - Annual fee is £350<sup>1</sup>

HF

**l. Fire and emergency** - Annual fee is free of charge (includes 121.5 MHz, 121.6 MHz & 123.1 MHz)

FIRE & EMERG

Licence products 'm' does not require the Designated Operational Coverage (DOC) type specified and requires sections L and N to be completed.

**m. Radar** - Annual fee is £50 per station

RAD

Licence products 'n' does not require the Designated Operational Coverage (DOC) type specified and requires sections M and N to be completed.

**n. Navigation aid** - Annual fee is £50 per station

NA

## C.2 Please tick one option for the required Crown Dependency aeronautical ground station:

Licence products 'a to i' have fees as detailed below regardless of bandwidth and require sections D, E, F, G, H (or I or J), K and N to be completed.

**a. Offshore service** - Annual fee is £250<sup>1</sup>

OSG

**b. Operational control communication** - Annual fee is £250<sup>1</sup>

OCC

**c. Air traffic or ground movement control** - Annual fee is £150<sup>1</sup>

AT

GMC

**d. Aerodrome flight information service** - Annual fee is £100<sup>1</sup>

FIS

**e. Air ground communication service** - Annual fee is £100<sup>1</sup>

AGCS

**f. General aviation (sporting use)** - Annual fee is £50

GA

**Note 1:** Temporary licences attract a fee of 1/12 of the annual fee for each month or part month subject to a minimum of £25. Fees exceeding £25 will be rounded up to the nearest £.











## L.2b (continued)

Horizontal beamwidth                      degrees

Feeder loss                      dB

Vertical low beamwidth (main)                      degrees

Vertical low beamwidth (aux)                      degrees

Polarisation type:

Linear

Circular

Other TWT

Other - please specify:

Antenna pattern:

Cosec<sup>2</sup>

Pencil

Fan beam

Other - please specify:

## L.2c Primary surveillance radar frequency details

Number of frequencies required

Minimum diversity

Frequency Range (select frequency units)

Minimum	kHz MHz	Maximum	kHz MHz
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Intermittent frequencies (enter values and select appropriate frequency units)

Bandwidth 1	kHz MHz	Frequency 1	kHz MHz
Bandwidth 2	kHz MHz	Frequency 2	kHz MHz
Bandwidth 3	kHz MHz	Frequency 3	kHz MHz

## L.3 Secondary surveillance radar technical details:

Site/location name

Latitude	Longitude (select °E or °W)
Degrees    Minutes    Seconds	Degrees            Minutes    Seconds
°N	

Number of interrogator (1,030 MHz) transmitters

NISC Approval: If you hold an approval, then provide the certificate number here

Tick if you have applied for an approval

Tick if the application requires a Mode S I/II code for Allocation Coordination and IC Conflict Management MICA (Eurocontrol)

Tick if application requires registration with MICA for access to MICA web-based tools

Tick if 24-bit address required for remote site monitors

Tick if SIC/SAC code required

# M. NAVAID Systems

## M.1 Please tick NAVAID type:

- VHF Omnidirectional Radio range (VOR) - answer questions M2, M3, M4, M5a and M6
- Distance Measuring Equipment (DME) Terminal /Enroute - answer questions M2, M3, M4, M5b and M6
- Localiser - answer questions M2, M3, M4 and M7
- Glide path - answer questions M2, M3 and M4
- DME paired with ILS - answer questions M2, M3, M4 and M8
- Non-Directional Beacon (NDB): land based - answer questions M2, M3, M4 and M9
- Non-Directional Beacon (NDB): offshore - answer questions M2, M3, M4 and M10

## M.2 Site/Antenna Location:

Site/location/platform/vessel name (if applicable)

Latitude Longitude (select °E or °W)  
Degrees Minutes Seconds Degrees Minutes Seconds  
°N

Note: For an antenna array specify the central point.

Tick if for a mobile vessel Onshore service

Site/location height (above mean sea level) metres

Antenna height (above ground level) metres

Antenna mast height (above ground level) metres

## M.3 Antenna details:

Antenna make

Antenna model

Antenna gain dBi

## M.4 Transmitter equipment details:

Transmitter make

Transmitter model

Transmitter power watts

## M.5a Details specific for VHF omni-directional radio range (VOR)

VOR identifier (if an ICAO Morse identifier already exists then provide this here)

DME - Associated Distance Measuring Equipment (tick if available)

## M.5b Details specific for distance measuring equipment (DME) terminal/enroute

DME identifier (if an ICAO Morse identifier already exists then provide this here)

VOR - Associated VHF Omni-Directional Range (tick if available)

## M.6 Coverage details specific for VOR, DME or DME/VOR terminal/enroute systems

Site name as in question M.2    Service    Height (ft)    Range (NM)    Sector angle (if applicable)  
Start (degrees)    Finish (degrees)    360°

## M.7 Details specific for Localiser NAVAID system

Runway designator

Runway true heading                      degrees

ILS identifier (if an ICAO Morse identifier already exists then provide this here)

Category class:

Uncategorised

I

II

III

Number of antenna array elements

Associated Ranging Equipment (tick if available)

Paired DME

75 MHz marker beacons

## M.8 Details specific for DME paired with ILS

Antenna pattern:

Directional

Omni-directional

Bi-directional

Other - please specify:

## M.9 Details specific for Land Based non-directional beacon

Maximum designated operational coverage required                      nautical miles

NDB (if an ICAO Morse identifier already exists then provide this here)

## M.10 Details specific for Offshore non-directional beacon

Maximum designated operational coverage required                      nautical miles

Platform Area Block

NDB (if an ICAO Morse identifier already exists then provide this here)

**Please use the section 'Additional information (optional)' at the back of this form to provide any additional information.**

## N. 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:

- I am responsible for compliance with the licence and control and supervision of the equipment which is the subject of the Wireless Telegraphy Act Licence;
- It may be an offence to knowingly make a false statement in support of this application;
- Ofcom will not share your personal data except in accordance with the law;

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 at a later date.**

**A member of the team will contact you to clarify the requirements of this application.**

Ofcom

FAO Spectrum Licensing (Aeronautical)

Riverside House

2a Southwark Bridge Road

LONDON

SE1 9HA

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

Phone: 020 7981 3131

Allow up to 60 days from posting your application for receipt of your licence.

If you need assistance, then contact us at:

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

There is also information available on our website at

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



[This area is intentionally left blank for optional additional information.]