
Latitude Festival 2022

Henham Park, Southwold

21st-24th July

Introduction

In previous years we have noticed an increase in demand for spectrum at Latitude Festival, the event now requires extensive co-ordination of wireless microphones and In Ear Monitors (IEMs) which means it has become one of the major events of the festival calendar.

The festival is located in Henham Park and the spectrum planner managing this event is Justin Whillock.

Below you will find details of what to expect during the event as well as a step by step guide on how to apply, if you have any more questions or queries please don't hesitate to call or email.

This event will be coordinated by Justin Whillock.

Event Coordinator



Justin Whillock

On the following pages you will find information relating to the festival which we hope you find useful. This information highlights each stage of the Major Event process from applying through to go live at the event. If there is any additional information you need then please do not hesitate to contact Justin who will be happy to help.

Email: justin.whillock@Ofcom.org.uk

Direct Dial: +44 (0) 20 7981 3632

Mobile/Cell: +44 (0) 7872 421 225

Our office contact details are

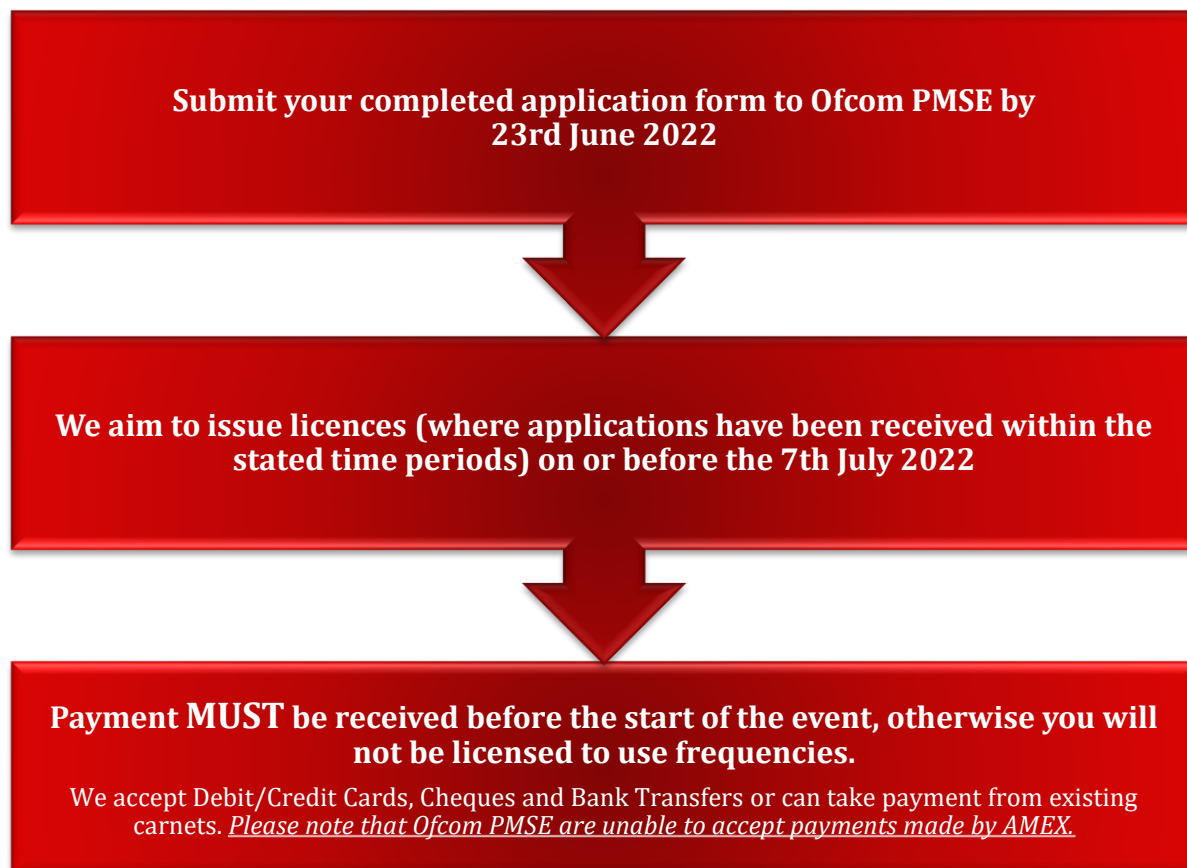
+44 (0) 207 981 3803 or email pmse@Ofcom.org.uk

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1. Application Process



As Latitude is designated a 'Major Event,' applications for frequencies will not be subject to Ofcom PMSE's usual three-day turnaround rule. All frequency applications will be collated and worked on at the same time to achieve the best frequency allocation plan.

Applications can be sent in via email containing the required application form to pmse@ofcom.org.uk or processed online using the 'Apply for Major Event' tab once logged in.

Application forms can be downloaded from our website www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/pmse under 'Apply for a PMSE License' on the right hand side (please download and use 'Multipurpose...' for Mic's/IEM's/BTR's or 'UHF Talkback...' for walkie talkies/base stations).

The deadline for application submissions will be the 23rd June 2022. It is advisable to get your frequency application request in as soon as possible before that date as any

applications we receive after this date may not be accommodated as required.

The key information that we require when you apply is:

- The number of wireless microphones, IEMs and radio talkback systems you require
- The frequency tuning range of the equipment
- The dates that frequencies are needed
- The name of the band, the stage name and the performance times
- If you're not a band, where your frequencies will be located on-site

The use of wireless microphones and IEMs is restricted throughout the UK due to Digital TV carrier signals. The list of available TV channels for this event can be found on the 'DTV Mic/IEM Planner' page via the Ofcom PMSE login page. You may want to consult this tool first, before applying, so that you can see what is clear to use outdoors at the festival site. Please note the availability of frequencies may also be limited due to other licensed users nearby as well as the DTV footprint in the area.

2. Coordination and Licensing

2.1 General Information

Upon receipt of your application you will receive a confirmation email that we have received the application form. Any coordination issues or changes that may be required will be addressed directly to the applicant.

Once again - As there are multiple stages at Download please be explicit when referring to the location and times your frequencies will be required.

2.2 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 with the required frequencies. 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

Operation of the frequencies during the event will 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 Coordinator.

If, when on-site, interference is experienced on your frequencies please contact the Event Coordinator, Office or the Out of Hours PMSE Spectrum Coordinator right away.

We will investigate why you may be subjected to this interference and offer you suitable alternatives within the constraints of your equipment should this be appropriate and possible. Contact details can be found in Section 4 of this document.

4. Useful Contacts

Event Coordinator Details

Email: justin.whillock@Ofcom.org.uk

Direct Dial: +44 (0) 20 7981 3632

Mobile/Cell: +44 (0) 7872 421 225

Office Details

Our office hours are 09:00 – 17:00 Monday to Friday

Telephone: +44 (0) 207 981 3803

E-mail: pmse@ofcom.org.uk

For help outside of these hours, please contact the Out of Hours PMSE Spectrum Planner (Please note there is a £55 premium charge per schedule for our out of hours service) on mobile/cell number: +44 (0) 7866 423 619