

## How to log in

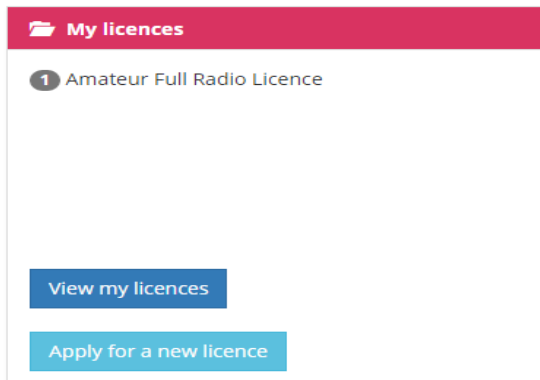
Visit <https://ofcom.force.com/licensingcomlogin>

- Enter you **Email address** and **Password**
- Click the **Login** button

## How to apply

*When you log in you will see the Licensing Dashboard*

- Under **My Licences** click **Apply for a new licence**



- Select **Amateur Radio**
- Click **Next**

## Apply for a licence

Select the type of licence for which you would like to apply

- Business Radio Light
- Maritime Radio Light
- Ship Radio
- Amateur Radio

Previous

Next

- Select **NoV Special Event Station** from the drop down list
- Click **Next**

*Only licensees who hold an Amateur Full or Amateur Club Radio licence can apply for a NoV Special Event Station.*

## Apply for a licence

Amateur Radio Licence [FAQs](#)

If you have a more recent Candidate Number, please enter it here.

**RSGB candidate number**

2001546

Validate

**Please select the required licence**

Amateur Club Radio Licence

Amateur Club Radio Licence

**NoV Special Event Station**

Previous Next

- Select the licence the NoV will be associated to from the drop down list

## Parent Licence

**Parent Licence\***

Please select value

- Enter the desired call sign suffix then click **Check Call Sign Availability**

*Example: If the desired call sign is "GB0ABC" you will need to enter "OABC" in this box. "GB" is the prefix of a special event call sign and will be automatically applied to your call sign. Call signs that fall outside the normal format will need to be submitted in a separate request to Spectrum Licensing.*

## NoV Details 1

**Desired Call Sign Suffix\***

[Check Call Sign Availability](#)

- If the call sign is available, you will see the following message

**Call sign is available**

- If the call sign is not available, you will see the following message. You will need to choose a different call sign.

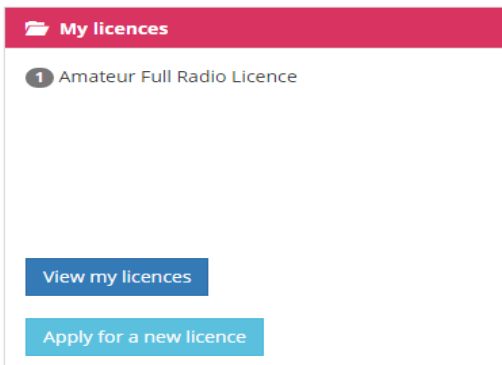
**Call sign suffix is not available or format is incorrect**

- Complete all other mandatory fields
- Click **Next**  
*The NoV duration can be no longer than 28 days. The NoV can be applied for no earlier than six months before the NoV start date.*
- You must accept the terms and conditions by selecting **I accept Terms & Conditions** from the drop down box
- Click **Finish**

*The NoV document will be automatically emailed to you via the licensing system. Please allow a few minutes for this to happen. If the email does not come through, ensure check your junk and spam folders.*


## Viewing your NoV

- From the home page under **My licences**, click **View my licences**



- Hover over the relevant licence and click **View**

Product Type	Issue Date
Amateur Full Radio Licence	09/12/2016
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Surrender</a>	

NoVs are displayed at the bottom of the screen. You can view your NoV by clicking the  icon.

#### Notices of Variation

Product Type	Start date	End date	Callsign
NoV Special Event Station	13/12/2016	17/12/2016	GB0AAA

Only active NoVs will be displayed. Once they have expired you will no longer have visibility of them.

### What you cannot do online

The Online Licensing Service does not allow you to:

- Apply for a Special, Special Event Notice of Variation
- Apply for a Permanent Special Event Notice of Variation

### Things to Remember

#### Helpful tips

- If you surrender your Amateur Radio Licence, all associated NoVs will be cancelled
- Special Event call signs are reserved to a licensee for two years from the NoV end date

### Contacting Ofcom

#### By email:

spectrum.licensing@ofcom.org.uk

#### By post:

Spectrum Licensing  
Ofcom  
Riverside House  
2a Southwark Bridge Road  
London SE1 9HA

#### By telephone:

0300 123 1000

#### Website:

www.ofcom.org.uk



Applying for  
Special  
Event  
Station  
Notice of  
Variations  
Online