How to log in
Visit https://ofcom.force.com/licensingcomlogin
- Enter your 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 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.
- Select NoV Special Event Station from the drop down list
- Click Next
- Select the licence the NoV will be associated to from the drop down list
- 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 “0ABC” 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.
- 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
Applying for Special Event Station Notice of Variations Online

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

Hover over the relevant licence and click View

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

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