

# Shared access licence application form – OfW589

## Guidance for completing this form

### Who should use this form?

You may use this form to apply, vary or surrender a Shared Access licence.

### Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use any Shared Access equipment.

### 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 all the application notes and complete in dark ink in BLOCK CAPITALS.

All fields are mandatory unless stated otherwise.

### Important

When making a new application, you are advised not to commit to the purchase of the equipment until you have received your licence documentation.

We make regulations, which set out the fees for licences to use equipment issued under the Wireless Telegraphy Act. Additionally, information can be found on the Ofcom website detailing how to calculate your licence fee.

### How we use your data

We require this information in order to carry out our spectrum 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.

### For help contact:

Ofcom  
FAO Spectrum Licensing  
PO Box 1285  
Warrington  
WA1 9GL

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

## Shared access

The shared access licence may open new options for users, such as small businesses and community groups which could support innovation and enable new uses. The licence could be useful for all sorts of different businesses and industries:

- a. the shared access licence, which gives access to four spectrum bands which support mobile technology; and
- b. the local access licence, which provides a way for other users to access spectrum which has already been licensed to the UK's Mobile Network Operators (MNOs), in locations where an MNO is not using their spectrum.

## 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.

**The remainder of these guidance notes provide advice on the questions in Sections B to H.**

### Section A – Application purpose

For a new application, use question A.1 for a shared access radio licence by ticking the appropriate licence option.

If you need to make a change to an existing shared access radio licence, then enter your licence number for question A.2 and follow the guidance. You should then make any necessary changes. We will then issue a revised licence with the requested changes.

If you no longer need your shared access radio licence, then you can simply surrender it by providing your licence number and date of surrender in question A.3.

### Section B – Customer details

Please inform us immediately if any of your contact details change in the future - a failure to do so, may result in your licence being revoked.

#### Question B.1 – 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.

## Changes

The licensee must give prior or immediate notice to Ofcom of any change in details of the name and/or address recorded on page 1 of the licence.

## Fees

The licensee must pay to Ofcom the relevant fee as provided in section 12 of the Wireless Telegraphy Act and the Regulations made thereunder:

- a. on or before the date of issue of the licence, and/or
- b. on or before the fee payment date, or on or before such dates as shall be notified in writing to the licensee, failing which Ofcom may revoke the licence.

Shared access fees differ depending on the band and bandwidth required. 1.8 and 2.3 GHz fee is £80, 3.8-4.2 GHz fee is £80 per 10 MHz and 26 GHz is £80 up to 100 MHz then additional £80 per 100 MHz up to 800 MHz, payable every 12 months. Short-term licences will attract a fee of one 12th of the full fee for each or part month, subject to a minimum fee of £32.

## Access and Inspection

The licensee shall permit representatives of Ofcom:

- a. to have access to the Radio Equipment; and
- b. to inspect the licence and the Radio Equipment

at all reasonable times (or when, in the opinion of Ofcom, an urgent situation exists, at any time) for verifying compliance with the terms of this licence.

### Question B.2 – New customers

A licence can only be issued to a person with separate legal personality. This can be an individual or a business or other body with its own legal personality. You should complete the appropriate option provided. For a business partnership, limited partnership, trust, syndicate, club, or society without any separate personality, an individual will need be nominated as the licensee – they will hold the licence as a nominated trustee on behalf of the body and be legally responsible for compliance of all terms of the licence.

### Question B.3 – Licensee address details

If the licensee is a business or other body with its own legal personality, you must provide the contact details for an individual that will be responsible for the licence in this section. You can also complete this section where the main point of contact that should receive licensing documentation and correspondence will be different to the licensee.

This individual will receive licensing documentation that does not relate to billing, invoicing, and account queries.

Note: Ofcom may notify licensees of proposals to vary or revoke licences by publishing a general notice on its website and may not individually contact licensees to inform them of our proposal. We therefore urge all licensees to subscribe to receive spectrum updates via email using the following link:

<https://www.ofcom.org.uk/email-updates>

#### **Question B.5 – Contact details for payments, billing or account details**

The payment (billing) contact may be different from either the licensee or licence contact.

#### **Section C – Short-term duration**

This question need only be answered if the required duration of the shared access radio licence is for a period of less than 12 months. You should enter the start and end dates in the format DD-MM-YYYY.

#### **Section D – Station details**

One station/location can be applied utilising one band per application form. If more stations/locations or bands are required complete a separate form.

##### **Question D.1 – Unique station reference**

This is your reference for the station, it is not mandatory. It must be unique and not already in use amongst your licences. It must not be more than 10 Alphanumeric characters.

##### **Questions D.3 – Station name and address**

The site address is the full postal address for the base station location or the centre of the area for low power applications.

##### **Questions D.4 – Transmitter location**

The transmitter location refers to the location of your radio base station or the centre of the area for low power applications.

The location can either be recorded using National Grid Reference (NGR) or longitude and latitude coordinates. When provided in NGR format the location is measured to 1 metre accuracy if provided in UK National Grid Format. Please provide the information in the following formats:

##### **National Grid Reference (NGR)**

e.g. TQ 32284 80497

##### **Latitude/Longitude (WGS84)**

e.g., 51° 30' 28" N and 03° 43' 05" W

##### **Latitude/Longitude (decimal)**

e.g., 51.58416667°N and 0.05944444°W

Again, this information can be checked using suitable GPS equipment (e.g. a smartphone), a map or using an online mapping tool such as the UK Grid Reference Finder (<https://gridreferencefinder.com/>). This tool and other online tools can assist you with the conversion of postal codes into NGRs.

#### **Section E – Technical details: Low power only**

##### **Question E.1a (indoor) and E.1b (outdoor) –preferred choice of frequency band and bandwidth**

There are four frequency bands to choose from of which you should tick just one:

- 1.8 GHz (1781.70 to 1785 MHz and 1876.7 to 1880 MHz)
- 2.3 GHz (2.39 to 2.40 GHz)
- 3.80 to 4.20 GHz
- 26 GHz (24.25 to 27.50 GHz)

We are currently only accepting applications in the 2.3 GHz band for indoor use only. The 1.8 GHz and 2.3 GHz bands just have a single channel available. For 1.8 GHz this is a paired 2 x 3.3 MHz channel and for 2.3 GHz this is a 10 MHz channel.

Both the 3.8 to 4.2 GHz and 24.45 to 27.5 GHz bands have bandwidth options. The specific bandwidth should be selected in question E1a or E1b as appropriate.

For 3.8 to 4.2 GHz the following bandwidths are available: 10 MHz, 20 MHz, 30 MHz, 40 MHz, 50 MHz, 60 MHz, 80 MHz and 100 MHz. For 24.45 to 27.5 GHz the following bandwidths are available 50 MHz, 100 MHz, 200 MHz, 400 MHz and 800 MHz.

##### **Questions E.2 – Tuning range**

If provided this information will help Ofcom to coordinate a smaller segment of the band. It is for use only in the 3.8-4.2 GHz and 26 GHz, and the range must be inside of the relevant band. Please provide the start and end frequency in MHz.

##### **Question E.3 – Antenna height**

For a low power system operating indoors no antenna height parameter is required as we will assume the antenna will operate at 5 metres. For a low power system operating outdoors you need to provide the antenna height. In this case the maximum antenna height is 10 metres.

## **Section F – Medium power (rural or low density) only**

For medium power systems you must operate in an area that has been designated rural. Please refer to Technical Frequency Assignment Criteria (TFAC) in determining if your station is in a rural or low density location.

### **Question F.1 – State whether equipment will be used indoor or outdoor**

Tick the appropriate box from the two choices: indoor or outdoor.

### **Question F.2 – Preferred choice of frequency band and bandwidth**

There are four frequency bands to choose from, of which you should tick just one:

- 1.8 GHz (1781.70 to 1785 MHz and 1876.7 to 1880 MHz)
- 2.3 GHz
- 3.80 to 4.20 GHz
- 26 GHz

1.8GHz has one paired 2 x 3.3 MHz channel. 3.8 to 4.2 GHz has the following bandwidth available: 10 MHz, 20 MHz, 30 MHz, 40 MHz, 50 MHz, 60 MHz, 80 MHz and 100 MHz. 24.45 to 27.5 GHz has the following bandwidth available: 50 MHz, 100 MHz, 200 MHz, 400 MHz and 800 MHz.

### **Questions F.3 – Tuning range**

If provided this information will help Ofcom to coordinate a smaller segment of the band. It is for use only in the 3.8-4.2 GHz and 26 GHz, and the range must be inside of the relevant band. Please provide the start and end frequency in MHz.

### **Question F.4 – Transmit power**

You need to specify the transmit EIRP or TRP. This refers to the power output of your base station antenna. EIRP is the abbreviation for Effective Isotropic Radiated Power and is measured in decibel milliwatts (dBm). TRP is the abbreviation for Total Radiated Power and is measured in decibel milliwatts (dBm). Please refer to the TFAC for maximum power limits.

### **Question F.5 – Antenna gain**

For 1.8, 3.8 to 4.2 GHz you need to provide the receiver antenna gain (dBi). The permitted range is between the limits 0 to 16 dBi.

For 26 GHz you need to provide the antenna gain (dBi). The permitted range is between the limits 16 to 29 dBi.

“dBi” is used to define the gain relative to an isotropic radiator and is abbreviated for “decibels relative to an isotropic radiator”.

### **Question F.6 – Antenna height**

For an outdoor medium power system transmitting at 1.8 GHz the maximum antenna height is 10 metres. For the 3.8 to 4.2 GHz and 26 GHz bands there is no antenna height restriction.

## **Section G – Declaration**

The declaration must be completed for every application. If the licence being applied for on behalf of a body, we only require one signature but the individual signing the declaration should have the authority to bind the body.

This individual should be the person who will be responsible for the licence as named in question B.2 (with their contact details provided in question B.4) or identified in question B.5.

## A. Application purpose

### A.1 For a new application tick the relevant box:

**New shared access licence application.**

Now complete all relevant sections including the declaration in section G

### A.2 For a variation of an existing shared access licence, provide your licence number:

When making a variation just edit the relevant fields you require changing.  
Then answer the declaration at section G.

### A.3 For a surrender of an existing shared access licence, provide your licence number:

Existing licence number

Date of surrender (DD/MM/YYYY)

Then answer the declaration in section G.

## B. Applicant details

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

### B.2 Licensee – answer one option only

Who is the licence to be issued to? A licence can only be issued to a person with separate legal personality. This can be an individual or a business or other body with its own legal personality and must be identified in B.2 below. This person is called the licensee and their contact details must be entered in question B.4. The licensee will be legally responsible for the use of the radio equipment and compliance with all terms of the licence.

Where the licensee is a business or other body with its own legal personality, you must provide the contact details of an individual that will be responsible for the licence in B.5. You can also complete B.5 where the main point of contact will be different to the licensee.

#### B.2a Individual or sole trader

If applying for a licence as an individual, please provide your name here.

If applying as a sole trader, please provide your name and the name of the company you are trading as.

#### B.2b Business or other organisation

If applying for a licence as a registered company (UK or non UK based), limited liability partnership or Scottish partnership, please provide the full legal name of the company or partnership and company registration number. The name of the person who is responsible for the licence should be provided in B.5

Company registration number (if applicable)

## B.2 (continued)

### B.2c Other legal body

If applying for a licence on behalf of another body with its own legal personality (such as a joint venture or statutory body), please provide the full legal name of the body. The name of person who is responsible for the licence should be provided in B.5.

Full name of the other legal body

Company registration number (if applicable)

### B.2d Non-legal body or organisation

If applying for a licence on behalf of a non-legal body (such as a business partnership, limited partnership, trust, syndicate, club or society), please provide the full name of the nominated trustee that will be legally responsible for compliance with all the terms and conditions of the licence and the name of the body on whose behalf the licence is being applied for.

Name of nominated trustee

Name of non-legal body or organisation on whose behalf the licence is being applied for:

Company registration number (if appropriate)

## B.3 Licensee contact details

- UK companies should use the registered address from [Companies House](#)
- UK registered charities should use the address from the [Charity Commission](#)

For all other Licensees, please use your main business address

Trading name or body on whose behalf the licence is being applied for (where applicable):

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to receive documents by post instead of electronically.

#### B.4 Licence contact details (where different from above)

This is the person who will be Ofcom's main point of contact and will receive licensing documents. These may include:

- Validation notice (reminder to keep licences up to date)
- Notice of proposed revocation (e.g., for non-payment)
- Revocation notice (where applicable)
- Surrender letters.

Name

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to receive documents by post instead of electronically.

#### B.5 Contact details for payments, billing or account queries (where different from above):

NB: This is the person who will receive invoices and reminders when payments are due.

Please do not include payment with this application, as you will be invoiced later.

Name

Address

Telephone

Mobile

Postcode

Email

Country

Please tick here to receive documents by post instead of electronically.

## C. Short-term duration

### C.1 Short-term

Licences can be applied for up to two months in advance of the required date. Short-term licences are available, attracting a fee of one 12th of the full licence fee for each month or part month, subject to a minimum fee of £32. Please note licence start dates cannot be backdated.

Start date (DD/MM/YYYY)

End date (DD/MM/YYYY)

## D. Station details

### D.1 Unique station reference

### D.2 Station name and address

Name

Address

County

Postcode

### D.3 Transmitter location (inaccurate information will lead to the application being declined):

Choose one of the following options to input the data

#### UK National Grid Reference

2 letters

5-figure Easting

5-figure Northing

or

#### Latitude in degrees, minutes and seconds and longitude in degrees, minutes, and seconds

degrees

minutes

seconds

°N

°E

°W

or

#### Latitude in degrees with decimal minutes and longitude in degrees with decimal minutes

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°N

+

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-

For low power applications please complete sections E and G.

For medium power applications please complete sections F and G.



## E. Technical details – Low power use

**Question E.1a is specifically for indoor use only**

**E.1a Select your preferred choice of frequency band** (tick one option only)

**1.8 GHz** – This has one paired 2 x 3.3 MHz channel

**2.3 GHz** – This has one 10 MHz channel

**3.8 GHz to 4.2 GHz** - select the required bandwidth by ticking the appropriate option.

10 MHz      20 MHz      30 MHz      40 MHz

50 MHz      60 MHz      80 MHz      100 MHz

**26 GHz** - select the required bandwidth by ticking the appropriate option.

50 MHz      100 MHz      200 MHz      400 MHz      800 MHz

**Questions E.1b to E.3 are specifically for outdoor use only**

**E.1b Select your preferred choice of frequency band (tick one option only)**

**1.8 GHz** (DECT guard band) – This has one paired 2 x 3.3 MHz channel

**3.8 GHz to 4.2 GHz** - Select the required bandwidth by ticking the appropriate option.

10 MHz      20 MHz      30 MHz      40 MHz

50 MHz      60 MHz      80 MHz      100 MHz

**26 GHz** - Select the required bandwidth by ticking the appropriate option.

50 MHz      100 MHz      200 MHz      400 MHz      800 MHz

## E.2 Tuning range

Tuning range start frequency MHz

Tuning range end frequency MHz

### E.3 Antenna Height above ground level

metres (maximum height is 10 metres)

## F. Technical details – Medium (rural) power use

Tick to confirm that the station/location in section D is within a rural/low density area.

**F.1 State whether the equipment will be used indoor or outdoor (tick one option only)**

Indoor

Outdoor

**F.2** Indicate your preferred choice of frequency band (tick one option only)

**1.8 GHz** (DECT guard band) – This has one paired 2 x 3.3 MHz channel

**3.8 to 4.2 GHz** - Select the required bandwidth by ticking the appropriate option.

10 MHz      20 MHz      30 MHz      40 MHz

50 MHz      60 MHz      80 MHz      100 MHz

**26 GHz** - select the required bandwidth by ticking the appropriate option.

50 MHz      100 MHz      200 MHz      400 MHz      800 MHz

### F.3 Tuning range

Tuning range start frequency MHz

Tuning range end frequency MHz

#### F.4 Transmitter power

Provide the transmit power EIRP for 1.8 GHz, 3.8 GHz or 4.2 GHz here:

dBm

Provide the transmit power TRP for 26 GHz here:

dBm

## F.5 Antenna gain

Provide the receiver antenna gain for 1.8 GHz, 3.8 GHz or 4.2 GHz band here:

dBi (The valid range is between 0 to 16 dBi)

Provide the receiver antenna gain for 26 GHz here:

dBi (The valid range is between 16 and 29)

**F.6 Provide the antenna height above ground level.**

There is an outdoor height restriction of 10 metres for the 1.8 GHz frequency

metres

## G. Declaration

### I understand and accept the following in relation to this application:

- I have the authority to make this application and sign this declaration in accordance with the appropriate section of our [Licensing Policy Manual](#).
- By signing this declaration, I confirm that the information I have provided is accurate to the best of my knowledge and I acknowledge that to make a false statement in support of this application may lead to the licence being refused or revoked.
- Ofcom will process personal data provided in this application in accordance with our [General Privacy Statement](#).

### I understand and accept the following in relation to any licence that may be issued as a result of this application:

- Any correspondence related to the licence will be sent electronically to the relevant contact(s) identified in the application unless you have opted out of receiving any correspondence electronically. To change your communications options in the future, please contact Spectrum Licensing.
- I will immediately inform Ofcom if there are any changes to the name, email address, telephone number or postal address of any contact(s) identified in the application.
- I, or the body I represent (if any), is responsible for compliance with:
  - » all the terms and conditions of the licence (including in any schedule(s) to the licence and any applicable [general licence terms and conditions](#)); and
  - » the control and supervision of the radio equipment authorised by the licence and ensuring any third party in control of the radio equipment is aware of all the terms and conditions of the licence.
- I will immediately inform Ofcom if I need to vary my licence.
- A failure to comply with any of the above points may lead to the licence being revoked as well as other enforcement action including prosecution.

**Please provide full name, signature, position in organisation (if applicable) and date to confirm that all the information you have provided is correct and complete to the best of your knowledge and belief at the date of this application, and that you understand and accept all the above points.**

Full name

Signature of applicant

Position in organisation  
(If applicable)

Date (DDMMYYYY)

**Please immediately inform us if any of your contact details change in the future - a failure to do so, may result in your licence being revoked.**

## 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 licensing team will contact you to clarify any requirements of this application.**

### Ofcom

FAO Spectrum Licensing  
PO Box 1285  
Warrington  
WA1 9GL

If you need assistance, please visit the Licensing help centre at [ofcomforms.secure.force.com/formentry/SLEPQueryFlowFAQPage](https://ofcomforms.secure.force.com/formentry/SLEPQueryFlowFAQPage) or email [spectrum.licensing@ofcom.org.uk](mailto:spectrum.licensing@ofcom.org.uk).

There is also information available on the Ofcom website at: [www.ofcom.org.uk](https://www.ofcom.org.uk)