

# Satellite (earth station network) radio licence application form: non-geostationary – OfW602

This form can be completed digitally on a computer or mobile device. Please download a copy to your device prior to filling in any responses.

## Guidance for completing this form

### Who should use this form?

You may use this form to apply for, amend or surrender a non-geostationary satellite (earth station network) licence in the United Kingdom. For geostationary satellite networks, please use application form [OfW103](#).

### Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use any earth station radio equipment unless it is authorised by a specific exemption.

### 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 to receive correspondence by post.

### Completing this form

Before completing this application form, you are advised to read the [additional guidance](#). Ofcom intends to publish applications for this licence to allow other parties to provide information regarding interference or the competitive impact. Before publishing, Ofcom will redact the personal information contained in this form. You also have the option to provide confidential information in answer to the questions in Section D.

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

All fields are mandatory unless stated otherwise.

### Payment

Payments should not be included with this application. Ofcom will invoice later. Payments must include all bank charges. If Ofcom does not receive full payment, it will return any partial payments received.

### 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.

The Wireless Telegraphy (licence charges) regulations set out the fees for licences to use equipment issued under the Wireless Telegraphy Act. Information about earth station licence fees can be [found on the Ofcom website](#): [https://www.ofcom.org.uk/\\_data/assets/pdf](https://www.ofcom.org.uk/_data/assets/pdf).

### How Ofcom handles personal 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 rights.

When we receive an application, we intend to publish a redacted version of it on Ofcom's website.

## 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

## 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.

**The remainder of these guidance notes provide advice on specific questions.**

### SECTION A – Application purpose

For a new satellite (earth station network) licence application, use question A.1.

If you need to make a change to an existing licence, then enter your licence number for question A.2.

If you no longer need your Satellite (earth station network) licence, then you can simply surrender it by providing your licence number and date of surrender in question A.3.

### SECTION B – Customer details

#### Question B.1a – 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.

#### Question B.1b – Harmonising a licence

Ofcom can align invoices for similar licence products to one consolidated date. This makes invoicing and payments easier to manage.

The conditions for harmonising a licence are:

- The licence must be under an existing customer reference number;
- Must be the same licence product;
- Must have identical payment terms (e.g. every 5 years);
- Must have an identical payment contact; and
- Must be no outstanding invoice against the licence.

#### Question B.1.c - Short-term duration

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

## 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.

### 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 to 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

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. The licensee will receive all licensing documentation and correspondence.

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

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:

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

### **Question B.5 – Payment and billing contact**

The payment (billing) contact can be different to either the licensee or licence contact.

### **SECTION C – Site details**

#### **Question C.1 – Earth station details**

You should provide the type of earth station network (e.g. specify whether the earth stations are “fixed” or “vehicle-mounted” etc) and a name for the earth station network (e.g. “My Network 1”).

#### **Question C.2 – Satellite details**

You should provide the name of the non-geostationary satellite network.

#### **Question C3 – Telephone number in the event of an emergency**

You should provide the phone number to contact in case of an emergency.

### **SECTION D - Additional information**

Except for question D.3, all questions are mandatory. Further help and guidance in answering these questions can be [found on the Ofcom website](#).

We will accept the information in all types of commonly used formats. If you wish to use other formats, for example technical models or specialised software files, please check with Ofcom first.

If you wish parts of your additional information to be kept confidential, please submit two separate annexes: a confidential annex containing all the additional information; and a separate non-confidential annex containing the additional information that Ofcom can publish with your application.

#### **Question D.1 – Coexistence with existing systems**

This is a multipart question for explaining how your proposed non-geostationary earth station(s) (“User terminals”) will be able to coexist with the following:

- Existing non-geostationary satellite systems that are licensed in the UK;
- Non-geostationary satellite systems for which a licence application has been made and which has been published for comment on Ofcom’s website;
- Other specific co-frequency earth stations registered with the ITU.

Information about the above systems can be found on [Ofcom’s website](#).

#### **Question D.2 – Coexistence with future systems**

You need to state what flexibility your User terminals have has to coexist with future non-geostationary satellite systems. You should include measures you would be able to put in place if another non-geostationary satellite system were to enter the market in the future, and the expected benefits of such measures. Also state what measures future non-geostationary satellite systems could reasonably be expected to put in place to coexist with your User terminals.

#### **Question D.3 – Competitive impact (optional)**

This is a multipart, optional question for explaining the impact of issuing you a licence (combined with other non-geostationary satellite system licences held or applied for by you) in terms of:

- Any risks to competition in the UK. This may refer to the ability to coexist with other non-geostationary satellite systems.
- Benefits for UK customers, end consumers and/or citizens.

#### **Question D4 – Protection of other services**

This is a multipart question for providing evidence that your service can protect the following services, where relevant, in co-frequency or adjacent frequency bands:

- Geostationary satellite system;
- Radio astronomy;
- Fixed links.

### **Section E – Declaration**

The declaration must be completed for every application. If the licence being applied for is 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 application.

### A.2 For a variation of an existing satellite (earth station network) licence, provide your licence number:

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

### A.3 For a surrender of an existing satellite (earth station network) licence, provide your licence number:

Date of surrender (DDMMYYYY):

Now answer the declaration at section E.

## B. Applicant details

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

Now go to question B4

### B.1b To harmonise a licence please provide:

Existing licence number

Required renewal date (DDMMYYYY):

Now go to question B4

### B.1c Short term licence (If applicable)

Start date:

End date:

### 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.2a, B.2b, B.2c or B.2d below.

This person is called the licensee and their contact details must be entered in question B.3. The Licensee will be legally responsible for the use of the radio equipment and compliance with all terms of the licence.

#### B.2a Individual or sole trader 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 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.4.

Full name of company

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 joint venture or statutory body), please provide the full legal name of the body.

The name of the person who is responsible for the licence should be provided in B.4.

Full name 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 Payment and billing contact details:** (where different from above)

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

- Please do not include payment with this form, 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. Network details**

### **C.1 Earth station details**

Type of earth station network (e.g. fixed, aircraft, train, vehicle-mounted, mixed etc):

Name of earth station network:

### **C.2 Satellite details**

Name of non-geostationary satellite network:

### **C.3 Telephone number in the event of an emergency**

## D. Additional information

### D.1 Coexistence with existing systems

Explain how your non-geostationary earth station(s) (“User terminals”) will be able to coexist with the following:

- Existing non-geostationary satellite systems that are licensed in the UK
- Non-geostationary satellite systems for which an application has been made and which has been published for comment on Ofcom’s website
- Other specific co-frequency earth stations registered with the ITU.

**Please tick to confirm that this mandatory information has been provided in a separate annex attached to this application.**

### D.2 Coexistence with future systems

State what flexibility your User terminals have to coexist with future non-geostationary satellite systems. Please include measures you would be able to put in place if another non-geostationary satellite system were to enter the market in the future, and the expected benefits of such measures. Also state what measures future non-geostationary satellite systems could reasonably be expected to put in place to coexist with your User terminals.

**Please tick to confirm that this mandatory information has been provided in a separate annex attached to this application.**

### D.3 Competitive impact (optional)

Explain the impact of issuing you a licence (combined with other non-geostationary satellite system licences held or applied for by you) in terms of:

- Any risks to competition in the UK. This may refer to the ability to coexist with other non-geostationary satellite systems.
- Benefits for UK customers, end consumers and/or citizens.

**Please tick to confirm if you have provided this information in a separate annex attached to this application.**

### D.4 Protection of other services

Provide evidence that your service can protect the following services, where relevant, in co-frequency or adjacent bands:

- Geostationary satellite systems;
- Radio astronomy in the 10.6-10.7GHz band; and
- Fixed links in the 17.7-19.7GHz band

**Please tick to confirm that this mandatory information has been provided in a separate annex attached to this application.**

## E. Declaration

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

- I have the authority to make this application and sign this declaration.
- 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

Position in organisation

Signature of applicant

Date of application (DDMM:YYYY)

**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.**

If needed a member of the team will contact you to clarify any requirements of this application.

When you have completed this form, submit the application to [NGSO.licensing@ofcom.org.uk](mailto:NGSO.licensing@ofcom.org.uk).

Space & Science team  
Ofcom  
Riverside House  
2a Southwark Bridge Road  
London SE1 9HA