

Ofcom application form OfW571

# Application Form for a Manually Configurable White Space Device Licence

1. Before filling out this form, please read these notes.
2. If you are unsure how to complete any part of this form, please refer to the Guidance Notes at the end of the form.
3. All fields are mandatory unless stated otherwise.
4. Please use **BLOCK CAPITALS** and **black ink** throughout this form.
5. Incomplete or illegible applications may result in delays and/or the application form being returned.
6. The quickest way to pay your licence fees is online using a debit or credit card:  
<https://secure.ofcom.org.uk/payments>  
Payments by this method are limited to £5,000
7. Payments must include all bank charges. In the event that Ofcom does not receive full payment, it will return any partial payments received.
8. After a licence is granted, it is the licensee's responsibility to ensure that the contact details held by Ofcom are accurate and to inform Ofcom immediately of any change to those details.
9. Ofcom recommends that you do not commit to purchasing or installing equipment until you receive your licence
10. The Wireless Telegraphy (Licence Charges) Regulations set out the fees for licences to use radio equipment issued under the Wireless Telegraphy Act.
11. Annual charges need to be paid by the date specified; otherwise enforcement action may be taken.
12. **How we use your data**  
We require this information in order to carry out our licensing duties under the Wireless Telegraphy Act. Please see Ofcom's General Privacy Statement for further information about how Ofcom handles your personal information and your corresponding right: [www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement](http://www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement)

## A Customer details

**A.1** If you are an existing licensee please provide your customer reference number and go to question 4. If not, go to question 2.

### A.2 Who is the licence to be issued to?

A licence can only be issued to a legal entity. Ofcom recognises the following types of entity. Please tick the relevant box:

<input type="checkbox"/> individual or sole trader	<input type="checkbox"/> public body	<input type="checkbox"/> NHS England and Wales
<input type="checkbox"/> partnership	<input type="checkbox"/> local government	<input type="checkbox"/> NHS Scotland NHS
<input type="checkbox"/> limited company/plc	<input type="checkbox"/> registered charity	<input type="checkbox"/> Northern Ireland
<input type="checkbox"/> unincorporated association	<input type="checkbox"/> university/educational	<input type="checkbox"/> religious body
<input type="checkbox"/> government	<input type="checkbox"/> non UK company	
<input type="checkbox"/> crown body	<input type="checkbox"/> non UK govt/administration	

#### Individual or sole trader

Full name

#### Partnership

Full name

NB: For a partnership, please give the full name of one partner (who must also sign the declaration on page 5) and supply a list of the full names of all other partners in the declaration.

#### Limited or public limited company/Incorporated association

Name

Company registration no.

#### Registered charity

Name

Charity registration no.

#### Other legal entity

Name

Registration no.  
(where applicable)

**A.3 Licensee name and address** (use registered address unless you specifically want an alternative)

Name

Address

  
  

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:

Email

Letter

**A.4** Company or partnership trading name

**A.5 Licensee contact name and address  
(where different from above)**

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:  E-mail  Letter

**A. Contact name and address for payments  
or account queries (where different)**

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:  E-mail  Letter

**A.7 If you are applying via a third party (e.g. radio supplier,  
consultant etc) please complete the following:**

I/we authorise the following company to apply for this licence  
on my our behalf:

Name

Address

Postcode

Tel

Fax

E-mail

I/we would like a copy of the licence to be sent to our  
radio dealer/supplier

Please indicate your communication preference:  E-mail  Letter

## B Payment details

### Please do not send payment until you receive an invoice from Ofcom

Ofcom accepts the following payment methods:

- Direct Debit (This option is not available for new applications, unless you have an existing direct debit agreement in place with Ofcom for the payment of other current live licence fees)
- BACS or CHAPS payment
- Credit or debit card
- Cheque (payable to Ofcom)

### Why Ofcom cannot quote purchase order numbers on invoices

The grant of a licence by Ofcom is made pursuant to statutory powers and does not constitute the sale of a product or service.

### New Application Payment Terms

If no payment is received before the due date specified in your invoice, Ofcom may consider that your application has been cancelled and you will have to reapply.

## C Declaration

### I understand and accept that:

- Ofcom may use or share my information to help:
  - a) issue, amend, validate and/or surrender a Wireless Telegraphy Act licence;
  - b) maintain and publish a register of licences under the Wireless Telegraphy Act;
- Ofcom will not give anyone my information except:
  - a) where Ofcom have my permission; or
  - b) where Ofcom are required or permitted to do so by law; or
  - c) to other companies or organisations who provide a service to Ofcom or me;
- Ofcom may transfer my information to other countries. If Ofcom does this you will ensure that anyone to whom Ofcom pass it provides an adequate level of protection;
- If you knowingly make a false statement in support of this application, any licence that has been granted may be revoked.

Signature of applicant  For self and partners (tick if applicable)

Date of application  Full name

Position in organisation

- Partnerships must be applied for by one partner signing 'for self and partners'. A director or authorised person must sign for public limited companies, limited companies and other legal entities.
- If the number of partners exceeds the space then additional partner details should be provided on a separate sheet of paper in the same format and attached with this application.

Print name	<input type="text"/>	Signature	<input type="text"/>
Print name	<input type="text"/>	Signature	<input type="text"/>
Print name	<input type="text"/>	Signature	<input type="text"/>
Print name	<input type="text"/>	Signature	<input type="text"/>

## D Where to send this application

Please send your completed application form to:

**TV White Space Manager at Ofcom**  
Riverside House  
2a Southwark Bridge Road  
London  
SE1 9HA

E-Mail [TVWSManager@ofcom.org.uk](mailto:TVWSManager@ofcom.org.uk)  
Tel 020 7981 3093 or 0300 123 3000

**PLEASE ALSO READ THE KEY GUIDANCE NOTES ON PAGE 2 OF THIS APPLICATION FORM. IF THESE NOTES DO NOT ANSWER YOUR QUERY, PLEASE CONTACT SPECTRUM LICENSING USING THE DETAILS AT THE BOTTOM OF PAGE 5**

### General information

1. Submitting a licence application form does not permit you to use or even install any equipment – you must wait until we have issued the licence and you have received it.
2. Under the terms of the Wireless Telegraphy Act 2006, it is an offence to install or use radio apparatus, unless:
  - you do so under and in accordance with a licence issued by Ofcom (the Office of Communications); or
  - the apparatus is specifically exempt from licensing.
3. The purpose of this licence is to authorise use of manually configurable white space devices (MCWSDs). A white space device is deemed to be manually configurable if the user can manually input a device parameter (for instance the device's location, its type, class of emissions and antenna gain) by entering it into the device. Further details can be found in our Statement on MCWSDs here: [Manually Configurable White Space Device Statement 2015](#).
4. Radio equipment operated under a MCWSD licence must only be operated in accordance with operational parameters provided by a white space database that has been qualified by Ofcom to provide services to MCWSDs and that is listed on the discoverable list on Ofcom's website: <https://twws-databases.ofcom.org.uk/>
5. This licence does not provide guaranteed access to frequencies in any given location or for any given period of time. White space availability and the permitted transmit power is subject to change and will vary depending on the type of device and type of use.
6. Licensees are permitted to deploy radio equipment under this licence anywhere within the UK or Isle of Man. However, radio equipment may only operate in accordance with operational parameters provided by a white space database provider, as noted in paragraph 4.
7. White space devices that are automatically configured may be operated without a licence under The Wireless Telegraphy (White Space Devices) (Exemption) Regulations 2015 (S.I. 2015/2066), as amended, available at: [http://www.legislation.gov.uk/uksi/2015/2066/pdfs/ukxi\\_20152066\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/2066/pdfs/ukxi_20152066_en.pdf)
8. The licence includes a requirement for a licensee to have in place a written quality assurance procedure to ensure the correct configuration of the radio equipment. More information on the quality assurance requirement can be found in OfW 571.
9. The licence includes a requirement to compile and maintain an installation record for each device and submit the record to the database in the form and manner agreed with the database before the device may be operated. The information which must be included in the installation record is shown in Schedule 3, table 1 of the licence.
10. The licence fee for this licence type is currently a **fixed annual fee of £1,500**. A request for payment will be sent to you after your application has been processed and this fee must be paid in full before the licence will be issued. Please note that licence fees may vary from time-to-time as set by Ofcom in the Wireless Telegraphy (Licence Charges) Regulations.
11. Ofcom may request copies of information provided by you (or provided by your devices) to the white space database directly from the database. More details on provision of information are provided in the licence document.

### Radio Interference

White space devices share the 470-790 MHz frequency band with other spectrum users including digital television and wireless microphones, etc. For the purposes of interference management, Ofcom has arrangements in place with white space databases such that we can instruct devices to cease transmitting, or limit its power, while we investigate reported interference.

### Section B – Customer details

#### Q1 – 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.

#### Q4 – Licensee name and 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.