



Telephone number application form

Proposed modifications to the telephone number
application forms within existing numbering policy

Consultation

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Section 1

Summary

- 1.1 Ofcom administers the UK's telephone numbers. In this consultation, we are proposing changes to the application forms¹ which communications providers (CPs) must complete when applying for the allocation of telephone numbers and codes² from Ofcom. Our proposals do not affect consumers' use of numbers or our policy on how numbers may be used.
- 1.2 The context for this consultation is our procurement of software for a new number management system. As the telephone numbering landscape becomes increasingly sophisticated, and CPs' demand for numbers increases, we require extended system capabilities to manage numbers effectively.
- 1.3 The new number management system will, among other things, allow CPs to apply for the allocation of numbers through an online portal. Currently we have a paper-based application process, requiring CPs to download the appropriate application form for the type of number that they are requesting and submit the completed form to Ofcom via email, fax, post or hand delivery.
- 1.4 We consider there will be benefits to CPs in modernising and simplifying the procedure that they must follow when applying for the allocation of numbers. An online portal would also give CPs on-demand access to the information they have entered into their individual account, allowing them to update their profile and information regarding the service and/or network provided and to report to Ofcom on the adoption and use of allocated numbers. This information would also help CPs maintain compliance with their obligations under the numbering General Conditions, and help Ofcom to make fully informed allocation decisions based on up-to-date information and to monitor efficient number use.
- 1.5 As part of the design of the new number management system, the current set of application forms covering the range of numbers we allocate will be amalgamated into a single dynamic application form that builds online to request the relevant information we need in order to assess whether an allocation should be made.
- 1.6 In redesigning the application forms for the online portal, we have also reviewed the information we request from CPs as part of the application process. We are proposing some modifications in order to assist our assessment of applications for allocation and to facilitate the ongoing monitoring of CPs' compliance with the requirement in General Condition 17.5 to use allocated numbers effectively and efficiently. The proposed modifications also further our work in reviewing our administrative processes for the allocation of geographic numbers³ and the number allocation forms in general.⁴

¹ The number application forms are a set of documents that we publish in order to fulfil our duties in relation to telephone numbering under Part 2 of the Communications Act 2003.

² In this document, we refer collectively to all telephone numbers and codes allocated by Ofcom as 'numbers'.

³ We confirmed our intention to review our administrative processes for the allocation of geographic telephone numbers in our review *Promoting efficient use of geographic telephone numbers*, Ofcom statement published 18 July 2012 ('the July 2012 statement') available at

- 1.7 The proposed changes would require applicants for numbers to provide specific additional information on their business, the network and/or service(s) that they provide or intend to provide, and their adoption and use of existing number allocations.
- 1.8 We have proposed a set of declarations for applicants to complete, which would confirm that information supplied is accurate and that, if numbers were allocated, they would be adopted within six months of allocation and used in compliance with the applicable legal and regulatory framework. We may subsequently withdraw numbers which are not adopted within six months of allocation.
- 1.9 In order to bring the new application form into operation, we are proposing to withdraw the Direction on CPs to use the existing set of application forms and give a Direction to CPs to use the new form. The application form, highlighting the proposed modifications to information required, is provided in the schedule to the draft Direction in Annex 3 of this document.
- 1.10 This consultation runs until **31 January 2014**. We aim to publish a statement by mid-2014 concluding on our proposals for the new number application form. We expect to move to the online application process later in 2014 and will provide CPs with further information as we approach the launch of the new number management system.

<http://stakeholders.ofcom.org.uk/binaries/consultations/geo-numbers/statement/numbers-statement.pdf>. See paragraph 1.5.

⁴ The July 2012 statement. See paragraph 1.6.

Section 2

Introduction and background

Introduction

- 2.1 Ofcom is responsible for the administration of the UK's telephone numbers. We do this as part of our regulation of the communications sector under the framework established by the Communications Act 2003 ('the Act').⁵
- 2.2 Section 58 of the Act provides for the setting of general conditions about the allocation, adoption and use of telephone numbers. The relevant general condition is General Condition 17 ('GC17'). GC17 requires Ofcom to make appropriate application forms available to CPs to use when applying for the allocation of telephone numbers. It also requires CPs to use the appropriate form and provide the information required when applying for the allocation of numbers.
- 2.3 It is our duty under section 63 of the Act, in carrying out our functions under sections 56 to 62, to secure what appears to us to be the best use of numbers and to encourage efficiency and innovation for that purpose. As part of fulfilling our numbering functions, we review our number allocation processes from time to time. When undertaking such reviews, we may identify modifications to the number application forms that we consider necessary to ensure that they remain consistent with numbering policy and elicit all necessary information on which to assess an application and ensure the best use of numbers.
- 2.4 The Act provides for us to revise or modify the number application forms and sets out the process we must follow to do this. In summary, we must consult on proposed modifications and set out how the proposals meet certain legal tests. Further information on the legal framework is provided in Annex 2.
- 2.5 This consultation sets out the changes that we propose to make to the number application forms to facilitate the move to an online number application process and strengthen our number allocation and management processes. The proposed modifications are within existing numbering policy and are intended to simplify, modernise and improve the usability of the process that CPs must follow when applying for the allocation of numbers. It is also anticipated that these changes will assist our assessment of applications and facilitate the ongoing monitoring of CPs' compliance with the requirement in GC 17.5 to use allocated numbers effectively and efficiently.

Background

Ofcom's current number management database

- 2.6 Ofcom's current number management system is a database that functions as our internal tool for administering the UK's telephone numbers and their allocation. CPs have no access to the information stored in the database. Number applications are submitted to Ofcom and uploaded manually to the system for assessment by our number administration team. Correspondence, including applications for number

⁵ <http://www.legislation.gov.uk/ukpga/2003/21/section/49>.

allocation, is conducted predominately by email and is not captured by this database. CPs are informed of the day-to-day status of the UK's numbers by consulting the National Numbering Scheme on our website.⁶

The existing number application forms

- 2.7 We have made a set of 16 number application forms available for CPs to use when applying to us for the allocation of numbers. These are available for CPs to download from our website in Microsoft Word format.⁷ We have directed CPs to use the appropriate application form for the type of numbers for which they are applying. The applicant must complete the relevant application form and submit it by email, fax, post or hand delivery. In accordance with GC17, we must assess the application within three weeks of receipt of a completed application form⁸ that contains all the requested information.⁹ Sample versions of the current application forms are provided via the following link for reference purposes only <http://stakeholders.ofcom.org.uk/binaries/consultations/amends-numbering-apps/Sample-forms.pdf>. These sample forms should not be used to apply for numbers.
- 2.8 Most of the existing forms share certain commonalities, including the information requested on the applicant CP's profile, contact details and the service and/or network provided or intended to be provided. In addition, a number of forms require the submission of similar information on the numbers being requested for allocation, and on the adoption and use of existing relevant number allocations. There is, therefore, scope to amalgamate the forms to create a single reference point for CPs applying for the allocation of numbers.

The new number management system

- 2.9 As the telephone numbering landscape becomes increasingly sophisticated, and CPs' demand for numbers increases, we require extended system capabilities to manage number resources effectively.
- 2.10 We also consider there will be benefits to CPs in modernising and simplifying the procedure that they must follow when applying for the allocation of numbers. An online portal would give CPs on-demand access to the information they have entered into their individual account, allowing them to update their profile and information regarding the service and/or network provided when a change occurs and to report to Ofcom on the adoption and use of allocated numbers. This information would also help CPs maintain compliance with their obligations under the numbering General

⁶ The National Numbering Scheme provides a day-to-day record of number block status. It is available on our website at <http://www.ofcom.org.uk/static/numbering/index.htm>. We also help make CPs aware of changes to number block status by providing two lists of transactions based on the allocation/transfer/withdrawal of number blocks made over a rolling 12 month period. This is available at <http://stakeholders.ofcom.org.uk/telecoms/numbering/telephone-no-availability/number-block-transactions>.

⁷ The number application forms are accessed from our website at: <http://stakeholders.ofcom.org.uk/telecoms/numbering/applying-activating-tele-no/applying-tele-numbers/>. The forms are for CPs' use only and are password protected.

⁸ The three week time frame is set out in section 58(4) of the Act and Article 5.2 of Directive 2002/20/EC as amended (the 'Authorisation Directive').

⁹ However, as set out in General Condition 17.10, where Ofcom has required any additional information under GC17.9(c) in relation to any application, Ofcom will assess the application by the end of the period of three weeks after the date of the receipt by it of that additional information.

Conditions and help Ofcom to make fully informed allocation decisions and to monitor efficient number use.

- 2.11 For these reasons, we are currently in the process of changing the medium for submission of number applications and replacing our existing numbering database with a new web-based number management system to deliver capabilities including:
- automated number application and administrative processes;
 - integrated communications services between Ofcom and CPs;
 - self-service online account management for CPs;
 - workflow management for numbering processes; and
 - analytics and reporting for effective number management and forecasting.
- 2.12 We have completed the procurement of the number management system and are in the process of discussing the system design with the software developers to deliver the capabilities set out above.

The proposed new number application form

- 2.13 The introduction of a new number management system provides an opportunity to reconsider the information we request from CPs for us to assess an application for the allocation of numbers. As mentioned, there is scope to amalgamate the current set of application forms and create a simplified process.
- 2.14 An automated number application process would remove the need for paper-based application forms and an email submission procedure¹⁰ as the whole process would take place through an online portal.
- 2.15 Availing ourselves of this opportunity, we have decided that the new system should generate a single dynamic application form that builds online to request the relevant information from each applicant according to the information it provides on its profile, the service and/or network it provides or intends to provide, and the numbers that it is requesting for allocation.
- 2.16 To deliver the single form, we need to redesign the current number application forms and make changes to the layout of the requested information. This design change, in itself, is not a matter on which we are consulting. We recognise that the move to the online portal and the new form will have an initial impact on CPs requesting the allocation of numbers from Ofcom, in that they will need to become accustomed to a new process. However, this would be the case when moving to any online system and the impact is considered to be negligible.
- 2.17 In redesigning the number application forms for the online portal, we have also reviewed the information CPs must provide as part of the application process. We are proposing:
- changes to the way we ask for some information, in terms of clarifications and examples of how we would like the information to be supplied. This is to aid

¹⁰ A paper version of the application form will be made available for use where required in exceptional circumstances (e.g. if access to the number management system is temporarily unavailable or the applicant is unable to use the online portal for other reasons).

applicants' understanding of the type of information we require in response to particular questions; and

- some material changes to the information currently requested in order to assist our assessment of applications and to facilitate the ongoing monitoring of CPs' compliance with the requirement to use allocated numbers effectively and efficiently.
- 2.18 In Section 3 of this document we explain the proposed modifications to the information which we request and consider as part of our assessment of number applications.
- 2.19 In Annex 3 we set out a draft Direction requiring CPs to use the new number application form, which we propose will replace the existing Direction requiring CPs to use the appropriate form from the set of 16 currently available. The schedule to the draft Direction sets out the information we propose to consider when determining an application for numbers. To facilitate stakeholders' review, we have highlighted changes of substance with blue shading.
- 2.20 The schedule to the draft Direction provides a paper-based representation of the proposed online form. This representation shows the information to be requested for all number types for illustrative purposes and specifies where information fields are relevant to particular number types. In practice, when completing the online application form, only the information fields relevant to the applicant's request for particular number types will appear for completion. The layout of the online form may differ and information may be requested in a different order. The online application process may also access information already submitted by the applicant as part of its self-service online account management including, for instance, the utilisation of existing allocated numbers that are relevant to the consideration of the application.
- 2.21 We provide a diagram in Annex 1 to help explain how the application form process will function.

How this consultation relates to our other numbering work

Geographic number review

- 2.22 Our review of geographic telephone numbers, which took place between November 2010 and July 2012,¹¹ raised the need to improve efficient use of geographic numbers as part of our process for ensuring their ongoing availability. It included consideration of steps to strengthen the administrative processes which we use to allocate and manage geographic numbers. Two of those steps have links to the proposals in this consultation and are summarised below.

Review of number application forms

- 2.23 We undertook to review the application form for geographic numbers with the intention of gathering more extensive information on CPs' intended use of the

¹¹ *Geographic telephone numbers: Safeguarding the future of geographic numbers*: three documents published on 25 November 2010 ('the November 2010 consultation'), 7 September 2011 ('the September 2011 statement and consultation') and 20 March 2012 ('the March 2012 consultation'). (all available at <http://stakeholders.ofcom.org.uk/consultations/geographic-telephone-numbers/>) and the July 2012 statement.

numbers applied for in order to inform our allocation decision and to support the follow-up of statements which CPs make when they apply for allocations.¹² We later considered that this work should be extended to a review of all number application forms to ensure consistency in approach.¹³ This consultation fulfils that commitment.

Time-limited number reservation process

- 2.24 As set out in GC17.5,¹⁴ CPs are required to secure that numbers allocated to them are adopted or otherwise used effectively and efficiently.
- 2.25 CPs need to be operationally ready to secure the adoption and the effective and efficient use of allocated numbers. Therefore if a CP is allocated numbers but is not operationally ready to use those numbers, it might breach GC17. A failure to adopt and effectively and efficiently use allocated numbers removes numbers from circulation, which would have otherwise been available to other (operationally ready) CPs to use.
- 2.26 Our review of geographic numbers considered the idea of a time-limited number reservation process for geographic numbers. The premise was that CPs which were not operationally ready (and so could not secure the adoption or use of the requested numbers) could reserve those numbers while they undertake work (e.g. negotiate interconnection agreements) to be in a position to adopt or use those numbers. This was intended to help address the inefficient practice of CPs not adopting numbers in a timely manner (i.e. within six months of allocation) and would require CPs to demonstrate a level of commitment to using the numbers before they are allocated.
- 2.27 However, after further consideration, we have decided that the allocation process using the new number management system would support a similar benefit in a more effective way. CPs' justified requests for number allocation would be met. Those CPs which are not operationally ready to use numbers would have a six month period from the date of allocation within which to adopt numbers. A CP which has failed to secure the adoption or effective and efficient use of allocated numbers within six months of allocation would be in breach of GC17 and any allocated numbers which are not adopted during this six month period may be withdrawn. This process would apply to all number types (not just geographic numbers).
- 2.28 Similarly to a time-limited reservation process, the allocation process under the new number management system is intended to help address the inefficient practice of CPs not adopting numbers in a timely manner and to maintain compliance with the requirements of GC17, in particular the requirement that numbers must be adopted within six months of allocation. The allocation process will reinforce the efficient use of numbers via measures including:
- applicants completing a declaration that they will adopt the numbers applied for within six months of the date of allocation;
 - our monitoring of CPs' adoption of allocated numbers within six months of allocation; and

¹² The September 2011 statement and consultation.

¹³ The March 2012 consultation, paragraph A5.2.

¹⁴ GC17.5 provides that “*where Telephone Numbers have been allocated to the Communications Provider, that provider shall secure that such Telephone Numbers are adopted or otherwise used effectively and efficiently*”.

- the potential withdrawal of the numbers pursuant to GC17.19 should allocated numbers not be adopted within six months of allocation.
- 2.29 The new number management system, with its facility for CPs to submit data on number adoption and use online, will facilitate this activity. By taking this approach, we believe that we will maintain an environment which facilitates market entry while enforcing the efficient use of numbering resources, which was the aim of the time-limited number reservation process. Therefore this consultation does not contain any proposals to introduce time-limited reservations.

Number management

- 2.30 The new number management system will provide additional functionality to support the effective management of numbers by Ofcom and CPs. This functionality will enhance our monitoring of number use and will allow CPs to update information on their service and/or network profile and their number allocations to enable monitoring and enforcement. We will use this functionality to strengthen our administration of numbers.

Future modifications to the proposed number application form to implement policy decisions

- 2.31 From time to time we will need to consult on modifications to the new number application form to ensure that it continues to reflect current numbering policy. Such modifications will be put forward for consultation in accordance with the applicable timescales for the relevant policy changes to be implemented. For instance, we anticipate that modifications will be required to the number application form prior to the date on which the regulatory changes to non-geographic numbers (i.e. the introduction of the unbundled tariff and free calls to 080 and 116 numbers) take effect. However, in light of the 18 month implementation timeframe, we will separately consider the modifications that are required to the form closer to the time the revised form will be made available to CPs.¹⁵

¹⁵ For more information on the regulatory changes to non-geographic numbers, see *Simplifying non-geographic numbers – final statement*, 12 December 2013, available at <http://stakeholders.ofcom.org.uk/consultations/simplifying-non-geo-no/final-statement>.

Section 3

The number application form

Introduction

- 3.1 In this section we explain the material changes that we are proposing to make to the information that CPs are required to provide when applying for the allocation of numbers. These are the proposed changes on which we are seeking stakeholders' views in this consultation.
- 3.2 We are also proposing to make some minor changes to the phrasing and/or format of certain questions in the application form in order to ensure that our requirements for information are sufficiently clear to applicants. We are not consulting specifically on these minor drafting changes; however, we do welcome general comments on our consultation proposals.
- 3.3 For ease of reference, the material changes which we propose to the existing information we seek from applicants for numbers are highlighted in blue in the schedule to the draft Direction in Annex 3.

Information on the CP's profile and contact details

- 3.4 We require each applicant CP to provide us with up-to-date information that we can use to contact that CP and to establish an understanding of the type of business that it operates (or intends to operate). We have identified categories of information which are required and are currently gathered from CPs on an ad hoc basis but do not feature in the existing application forms. This information is required to enhance efficient administration of numbering matters. Its provision in a structured manner at the point of application for numbers would streamline the allocation process. We set out the additional information that we propose to request from applicants below.

Legal status

- 3.5 The CP would be required to state whether it is:
 - a company (and describe the type, e.g. public limited company, limited company etc);
 - an unincorporated entity (and describe the type, e.g. a partnership, sole trader etc); or
 - an individual.

Trading information

- 3.6 The CP would be required to provide:
 - its trading name (if different from the company's name);
 - a description of the nature of its business;
 - if a company, information on its incorporation (i.e. date and country of incorporation, registered address, UK contact details if incorporated outside the UK); and

- if an unincorporated entity or individual, the date it commenced its business/economic activities.

CP representative information

3.7 The CP would be required to provide:

- the internal numbering representative's position in the entity;
- if nominating an external numbering representative, the CP is already required to provide a letter authorising the representative to act on its behalf. We propose to specify that this letter should include the following detail, otherwise the letter will not be accepted:
 - be signed and dated by the CP (or an officer of the CP);
 - state the period of time for which the external numbering representative is authorised to act on behalf of the CP; and
 - specify the actions the external numbering representative is authorised to carry out on behalf of the CP;
- in addition, if nominating an external numbering representative, the CP must also provide details of an internal numbering representative in the event that we need to contact the CP directly; and
- if applying for geographic numbers, the details of the billing representative. This would be the contact nominated to receive documentation (including invoices) in connection with Ofcom's pilot scheme to charge CPs for numbers allocated to them in certain geographic area codes.¹⁶

Information on network and/or service provision

3.8 CPs that provide, or intend to provide a Public Electronic Communications Network (PECN) and/or a Public Electronic Communications Service (PECS) within six months, may apply to Ofcom for the allocation of numbers.¹⁷

3.9 We propose to introduce a set of:

- questions into the application form to elicit additional information from CPs on their network and/or service provision; and
- declarations to be completed by or on behalf of the applicant CP. This is discussed in further detail at paragraphs 3.12 to 3.14.

3.10 The information and declarations would inform our analysis of whether numbers should be allocated to a particular applicant and help to ensure that our decisions on number allocations result in the best use of numbers (for example, by taking into

¹⁶ For further information see *Guidance for communications providers on the administrative arrangements for the pilot scheme to charge for geographic numbers*, published 27 March 2013 and available at <http://stakeholders.ofcom.org.uk/telecoms/numbering/guidance-tele-no/geo-guidance/>.

¹⁷ "Communications provider", "electronic communications network", "electronic communications service", "public electronic communications network" and "public communications service" are defined in sections 405, 32 and 151 of the Act: <http://www.legislation.gov.uk/ukpga/2003/21/contents>.

account evidence that there is a clear operational plan that the numbers would be adopted within six months of allocation).

- 3.11 We also allocate two types of administrative codes – Communications Provider Identification Codes (CUPIDs) and Reseller Identification Codes (RIDs). These are non-diallable codes required for identification purposes on specific forms used by the electronic communications industry to request certain services (e.g. wholesale services sold via BT (RID codes) and number portability, data management amendments etc. (CUPID codes)). It is not necessary for an applicant for a RID or CUPID code to be a PECN or PECS and we have reflected this position in the proposed changes.

Declaration of provision of a PECS and/or PECN or that the application is for an administrative code only

- 3.12 Most of the current application forms request information from the applicant on its network and/or service provision, the supply of which helps us to assess whether the applicant should be allocated numbers. However, the existing forms do not require the applicant to make an express declaration on its provision, or intention to provide, a PECN and/or PECS.
- 3.13 We propose to introduce a set of declarations for the applicant to complete as appropriate, affirming its provision, or intention to provide within six months, a PECN and/or PECS. This formalises an applicant's intentions and the terms on which the application is made.
- 3.14 In the event that a CP is uncertain as to whether it will be able to provide a PECN and/or a PECS within six months of the date of application, it should not submit the application form (unless the CP is only applying for an administrative code, in which case this should be indicated on the form and the appropriate declaration completed).

Service and network information

- 3.15 The annex to most of the existing application forms requests certain details from the applicant in order for us to assess whether it is a provider of a PECN and/or PECS. We propose to request additional information for this purpose and to specify more clearly how the information must be provided.

Service information

- 3.16 We propose to require the supply of the following information on the service provided, or intended to be provided, for which the requested numbers would be used:
- selection of the type of PECS for which the requested numbers would be used from a provided list;¹⁸
 - if the applicant is already providing a PECS, it would need to include a service flow diagram illustrating the end-to-end service offered to its customers. The diagram should illustrate a high-level view of the service, showing the network on which the numbers would be adopted, the interconnection arrangements (i.e. the different

¹⁸ The types of PECS we propose to list for selection are: fixed telephony services; mobile telephony services; VoIP services; messaging services; internet access services; satellite services; and other services.

networks that may be used for end-to-end connectivity) and how the applicant's customers would access/use the service;

- if the applicant does not already provide a PECS, it would need to include documentation on how it intends to provide the service within six months of the date of allocation. Examples of relevant information accepted for this purpose would include: an interconnection agreement; a hosting agreement; a Mobile Virtual Network Enabler (MVNE) / Mobile Virtual Network Operator (MVNO) agreement; or a business plan (including activation milestones and intended date of service commencement); and
- details of where (in the UK and/or otherwise) the PECS is (or will be) available and the date on which provision of the PECS commenced (or shall commence).

Network information

3.17 We propose to require the supply of the following information on the network provided, or intended to be provided, on which the requested numbers would be adopted and used:

- selection of the type of PECN on which the requested numbers would be used from a provided list;¹⁹
- if the applicant is already providing a PECN, it would need to include a diagram and description of the network clearly identifying:
 - the network elements that are part of the existing network and their location (e.g. switches, servers, subscriber databases);
 - whether network codes have been allocated to the network equipment;
 - interconnection with other networks; and
 - identification of signalling links and the protocols used. For mobile networks, we would also require information on the spectrum (frequencies) used and the licensee of that spectrum;
- if the applicant does not already provide a PECN, it would need to include documentation on how it intends to provide the service within six months of the date of allocation. Examples of relevant information accepted for this purpose would include:
 - an interconnection agreement;
 - a hosting agreement;
 - a MVNE / MVNO agreement; or
 - a business plan (including milestones for obtaining access and the intended date of network access provision); and
- details of where (in the UK and/or otherwise) the PECN is (or will be) available and the date provision of the PECN commenced (or shall commence).

¹⁹ The types of PECN we propose to list for selection are: fixed telephony network; mobile telephony network; mobile service network; MVNO/MVNE; satellite network; carrier network; and other.

Numbers requested for allocation

- 3.18 CPs are required to use numbers allocated to them effectively and efficiently. We have a general duty under section 63(1) of the Act in carrying out our numbering functions to “(a) to secure that what appears to them [Ofcom] to be the best use is made of the numbers that are appropriate for use as telephone numbers; and (b) to encourage efficiency and innovation for that purpose”.
- 3.19 Consistent with the duty above, we require an explanation/justification from CPs in support of applications for numbers where they already hold allocations of the same number type.
- 3.20 Most of the existing application forms request certain details from the applicant regarding their existing allocations. To assist our assessment of whether the allocation of further numbers of the same type to the applicant is justified (and the likelihood that any additional numbers allocated would be adopted within six months), we propose to request additional information for this purpose and to specify more clearly how the information on existing allocations must be provided.

Use of existing numbers

- 3.21 Most of the current application forms require specific data on the use of existing allocated numbers from a CP when it applies for the allocation of further numbers of the same type. This information is used to inform us on how many existing numbers are in use by end users or otherwise unavailable to meet new demand.
- 3.22 To further our assessment of whether the request for further numbers is justified, we propose that the application form should, in addition, request an explanation from the applicant as to why it is seeking more numbers of the same type when applying for the following number types:
- geographic numbers;
 - non-geographic numbers starting with 03, 055, 056, 08 or 09;
 - mobile, personal or radiopaging numbers; and
 - indirect access codes.

Adoption of existing numbers

- 3.23 In the current application forms for some number types, information requested on existing number adoption and use is limited to specific sub-ranges rather than all numbers allocated in the same range (i.e. all numbers beginning with the same 0X digits). Specifically, when considering an application for more geographic numbers, the current application form only requires information on allocated numbers with the same geographic area code and adopted on the same switch. When considering an application for more non-geographic numbers starting with 08 or 09, the current application forms only require information on allocated numbers in the same sub-range and with the same tariff.
- 3.24 We propose that applicants requesting the allocation of further geographic numbers or non-geographic numbers starting 08 or 09 should provide details of any existing allocations in the same number range (i.e. numbers beginning with the same 0X digits)

where numbers have not been adopted within six months of allocation.²⁰ Only if there is an objectively justifiable reason why the existing numbers have not been adopted within six months, and sufficient activation milestones and confirmation of adoption dates are provided, will we consider making such additional allocations.

- 3.25 This information is already required from applicants requesting other number types as part of the questions on adoption of existing numbers. Its supply for applications for geographic numbers and non-geographic numbers starting with 08 and 09 would further our consideration of whether allocation of more numbers to the applicant would be best use of those numbers, if numbers allocated more than six months previously had not yet been adopted.

055 Corporate Numbers

- 3.26 The Numbering Plan sets out numbers that have been made available for allocation and any restrictions in their adoption and use. Part A of the Numbering Plan includes the designation of the 055 range as Corporate Numbers. The Definitions and Interpretations section of the Numbering Plan defines a Corporate Number as “a *Telephone Number Allocated to a Communications Provider where the number is to be assigned by that Communications Provider to a specific Customer and in this definition ‘Customer’ shall only refer to a customer which is a body corporate*”.
- 3.27 Corporate Numbers have been available for allocation to CPs since 2003. However, we have not made a specific application form available for requesting the allocation of 055 numbers. Up to now, applicants for 055 numbers have used the application form for 056 ‘Location Independent ECS’ numbers. We propose to amend this anomaly by including specific questions relating to 055 number allocation requests in the new number application form. We consider that in order to assess an application for 055 numbers, the applicant would need to supply the same information as requested for 056 numbers, i.e. planned in-service date, forecast of expected use within 12 months of allocation, description of service and the market to be served and (if relevant) information on use of existing 055 numbers. We have therefore proposed to group 055 and 056 numbers together on the new number application form.

Declarations

- 3.28 Only complete applications will be accepted; this will be highlighted in the new application form. We also reserve the right to decline an application if any material statement is found to be false and/or misleading. Applicants should retain a copy of the application form and any accompanying material for their own records.
- 3.29 We propose to include a set of declarations for the applicant to complete before submitting the application form to Ofcom. Applicants will be requested to consider their responses to the questions in the application form carefully before completing the declarations. Ofcom may act in reliance on these declarations. If, in considering the application, some or all of the declarations are found to be false and/or misleading, the application will be incomplete and rejected. If following allocation, it is found that some or all of the declarations are false and/or misleading, we will consider taking enforcement action.

²⁰ This information is requested in addition to information on adopted numbers of the same type/tariff (see paragraph 3.21).

- 3.30 It is anticipated that guidance on completing the new application form will be published prior to making the new form available. The new form will prompt applicants to confirm that they have read and taken account of the guidance document before completing the application form. This is intended to increase applicants' understanding of what is required in order to complete the application and that any numbers which are allocated must be adopted or otherwise used effectively and efficiently within a six month timeframe following allocation. In particular, we intend to draw applicants' attention to GC17.19(a), which states that Ofcom may withdraw an allocation of numbers from a CP where that CP has not adopted those numbers within six months of allocation.
- 3.31 We propose to include the following declarations to be completed by or on behalf of the applicant CP in the new application form:
- confirmation that the information provided in the application form is complete, accurate and up-to-date. This declaration would refer to, and be inserted at the end of, Part 1 – CP profile and contact details, and at the end of Part 2 – information on network and/or service provision;
 - confirmation that all information supplied in the application form and any accompanying material is to the best of the applicant's knowledge and belief, true, accurate and up-to-date. The applicant would further be required to confirm that no material information has been withheld with the intention of causing Ofcom to be misled. This declaration would be inserted at the end of the application form; and
 - confirmation that in the event the numbers are allocated, all those allocations will be adopted within six months from the date of allocation and used in compliance with the applicable legal and regulatory framework, including that if the allocated numbers have not been adopted within six months from the date of allocation, they may be withdrawn. This declaration would be inserted at the end of the application form.

Applications from providers of PECS

- 3.32 Most of the current application forms contain a statement in the annex relating to our position on allocating numbers to providers of PECS. This statement sets out that Ofcom generally only allocates numbers to providers of PECNs but that we may also allocate numbers to providers of PECS where number resource implications do not preclude allocation.
- 3.33 In addition, the current application forms contain a statement in the annex providing that where appropriate, we would usually expect the provider of PECS to have taken reasonable steps to seek a sub-allocation of numbers from a provider of a PECN prior to applying to Ofcom. The current form asks applicants that are providers of PECS to explain if a sub-allocation was sought; and if so, why it was not obtained; and if not, the reasons for this.
- 3.34 Providers of PECS and PECN are CPs and, in practice, we do not prioritise applications from PECN providers over applications from PECS providers. To avoid any confusion, we propose to remove the following from the new application form:
- i) references to providers of PECS being treated differently from PECNs when applying for the allocation of numbers; and
 - ii) questions relating to whether providers of PECS have sought a sub-allocation of numbers before applying to Ofcom for an allocation.

- 3.35 Notwithstanding that we propose to remove the questions about whether the applicant CP sought a sub-allocation of the number type being applied for, CPs are required to take effective and efficient use into account when considering how to meet their numbering requirements, which may include the sub-allocation of numbers from another provider.

Question 1: Do you have any comments on the proposed material modifications to the information requested in the number application form?

In considering this question, please refer to the explanation of the proposals set out in Section 3 and the proposed modifications to the number application form as highlighted in blue in the schedule to the draft Direction in Annex 3.

Section 4

Summary of proposals, legal tests and next steps

Summary of proposals

- 4.1 As part of the design of the new number management system, the current set of application forms covering the range of numbers we allocate will be amalgamated into a single dynamic application form that builds online to request the relevant information for us to assess an application for numbers.
- 4.2 In redesigning the number application forms for the online portal, we have also reviewed the information required from CPs as part of the application process. We are proposing some modifications in order to:
- assist our assessment of applications for numbers; and
 - facilitate the monitoring of CPs' compliance with the numbering general conditions, in particular GC17.5 which requires CPs which have been allocated numbers to secure that those numbers are adopted or otherwise used effectively and efficiently.
- 4.3 The proposed modifications would require applicants for numbers to provide additional information and would clarify how it should be provided. This information would cover applicants':
- legal status, trading details and the individuals nominated as representatives;
 - network and/or service provision (actual or planned within six months of the numbers being allocated); and
 - use and adoption of existing number allocations relevant to the application.
- 4.4 The proposed modifications would also:
- require applicants to complete a set of declarations confirming the accuracy of the information supplied and that numbers allocated would be adopted within six months of allocation (otherwise they may be withdrawn) and used in compliance with the applicable legal and regulatory framework;
 - make provision for applications for 055 Corporate Numbers; and
 - remove references to a different approach to number allocation for providers of PECN and providers of PECS.
- 4.5 In order to bring the new number application form into operation, we are proposing to withdraw the Direction on CPs to use the existing set of application forms and give a Direction to CPs to use the new application form.

Duties and legal tests

- 4.6 We consider that our proposals accord with the applicable legal framework (as described in more detail in Annex 2) in that:

- the proposed modifications to the number application form fall within the scope of our powers and are permitted under GC17; and
 - the proposed withdrawal and making of a new direction fall within our powers to give a direction for the purposes of a general condition, pursuant to section 49 of the Act.
- 4.7 We consider that our proposed modifications to the number application form satisfy section 49(2) of the Act. Each modification must be: not unduly discriminatory; proportionate; and transparent. We are no longer required to satisfy ourselves that the giving of a direction affecting a general condition is objectively justifiable.²¹ However, for completeness, we set out below why we consider that, in any event, the proposed modifications are objectively justifiable.
- 4.8 We consider that our proposed modifications are:
- **objectively justifiable**, in that they will ensure that the new form is accurate, clear, transparent and reflects current numbering policy in a consistent manner;
 - **not unduly discriminatory**, in that all CPs that apply to Ofcom for numbers would be subject to the same modifications;²²
 - **proportionate**, in that the modifications proposed are the minimum considered necessary to achieve an effective number application and management process for implementation on the new number management system. We have sought to ensure that our proposed modifications replicate the same substantive effect as the current provisions and do not extend the current scope of regulation; and
 - **transparent**, in that the proposed modifications are explained in this consultation document and are highlighted in the schedule to the draft Direction in Annex 3.
- 4.9 We consider that we are fulfilling our general duty in relation to our telephone numbering functions, as set out in section 63 of the Act, by:
- **securing the best use of telephone numbers**, in that the proposals will ensure that policy on the best use of numbers is reflected in a consistent, accurate, clear and transparent manner across the number application form. The proposed modifications would result in the provision of additional information to be supplied by CPs which will assist Ofcom in its assessment of whether an allocation to a CP applicant would secure best use of numbers; and
 - **encouraging efficiency and innovation**, in that the proposed modifications will contribute to Ofcom's and CPs' effective management of numbers, while ensuring an environment that facilitates new entrants and innovation.
- 4.10 We also consider that our proposals are consistent with our principal duty under section 3 of the Act, and the Community requirements set out in section 4 of the Act (in particular, the requirement to promote the interests of all persons who are citizens

²¹ Sections 49(2)(a) and (2A) of the Act, as amended by the Electronic Communications and Wireless Telegraphy Regulations 2011.

²² The number application form will be made available in a paper version in exceptional circumstances such as where an applicant is unable to use the online portal.

of the European Union). We consider that our proposals will further the interests of citizens in relation to communications matters and consumers in relevant markets by:

- simplifying the process for CPs to apply for the allocation of numbers; and
- informing (to a greater extent than at present) the assessment by Ofcom of numbering applications and facilitating the gathering of information for monitoring number use so as to secure that the best use is made of numbers and that adequate numbers continue to be available to meet demand.

4.11 These proposals will benefit CPs in their supply of communications services to consumers. We have also had regard, as required by section 3(3)(a) and (b) of the Act, to the principle that regulatory activities should be transparent, accountable, proportionate, consistent and targeted only at cases in which action is needed, and to other principles of best regulatory practice.

Impact assessment

4.12 Impact assessments form a key part of the policy-making process and provide a transparent way of considering different options for regulation, including not regulating. We expect to carry out impact assessments for the majority of our policy decisions.

4.13 The analysis presented throughout this document and the consultation process acts an impact assessment as defined in section 7 of the Act.

Equality impact assessment

4.14 We assess the effect of functions, policies, projects and practices on equality in accordance with the Equality Act 2010. Equality impact assessments also assist us in making sure that we are meeting our principal duty of furthering the interests of citizens and consumers. We have therefore also considered what (if any) impact the issues under consideration in this document may have on equality. Where relevant, we have highlighted our consideration of equality issues in the document.

Question 2: Do you have any comments on our view as to how the proposed modifications meet the relevant legal tests?

Next steps

4.15 This consultation closes on 31 January 2014.²³ Details on how to respond to this consultation are provided in Annexes 5 to 7. A summary of the questions posed in this consultation document can be found in Annex 4.

4.16 We aim to publish a statement by mid-2014 concluding on our proposals for the new number application form.

4.17 We plan to engage with stakeholders (including representative CPs that apply for the allocation of numbers) to assist with the design of the new number management

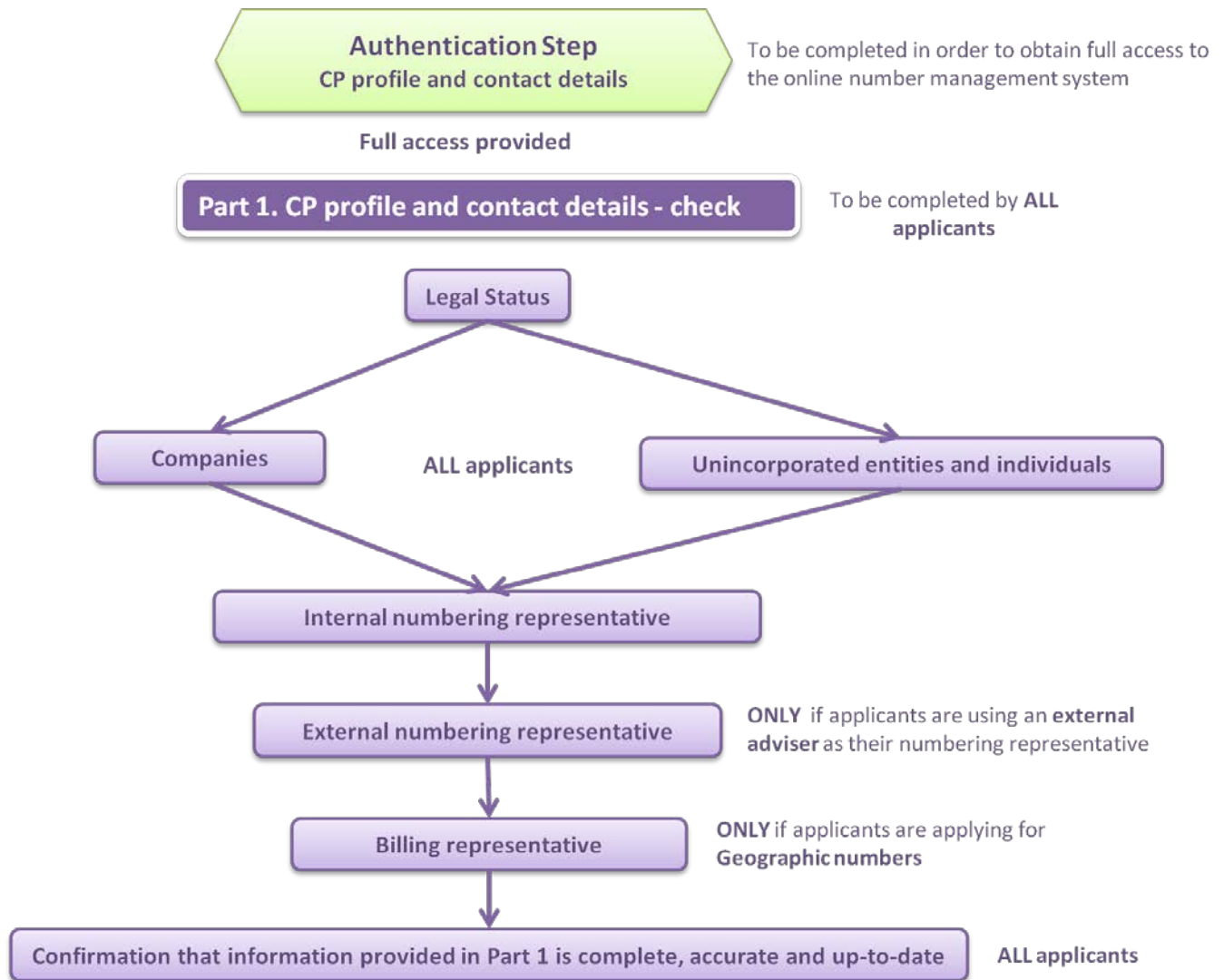
²³ We are required by the Act to consult for at least one month on any modification to the number application forms.

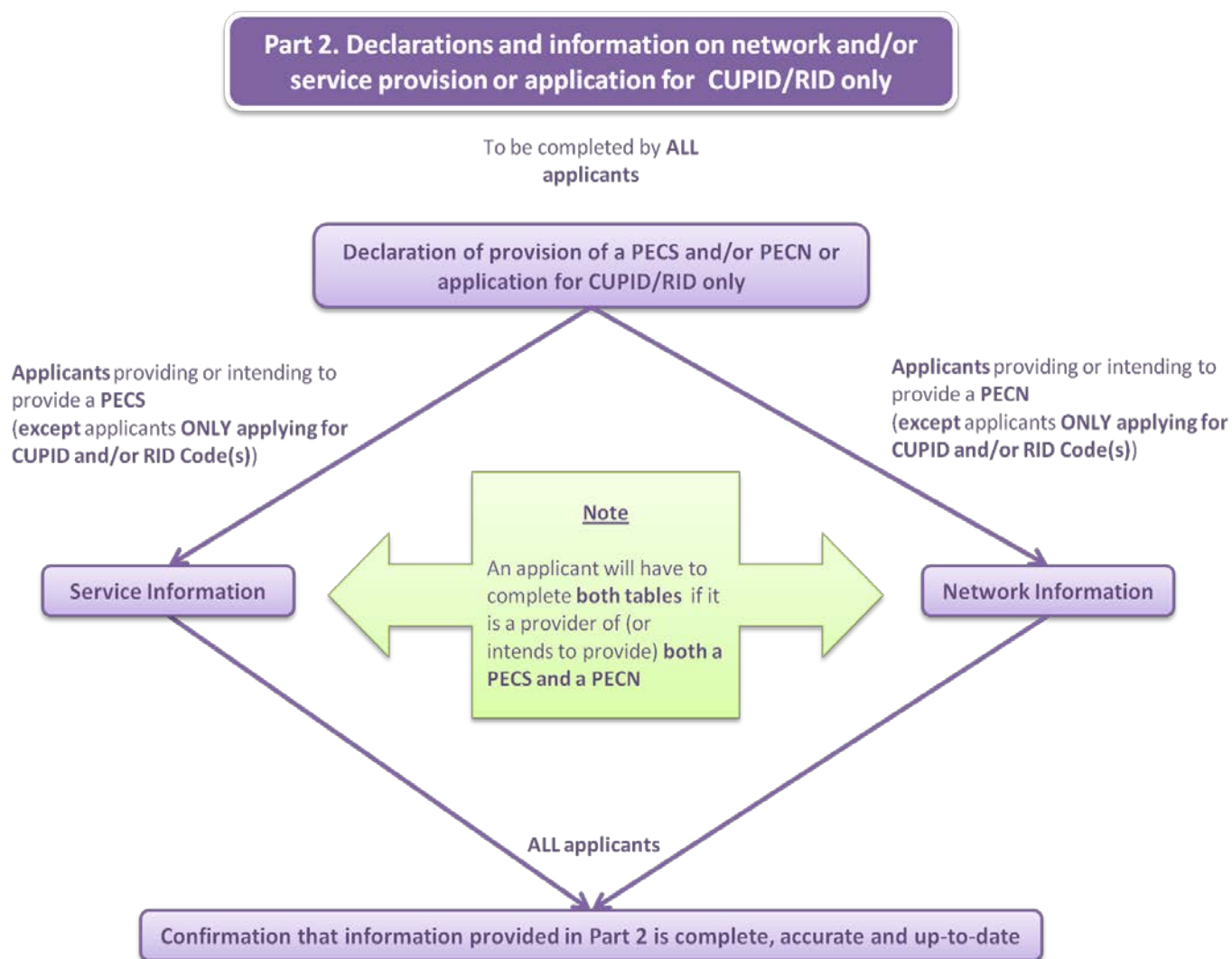
system, including the online number application process, to ensure it is fit-for-purpose.

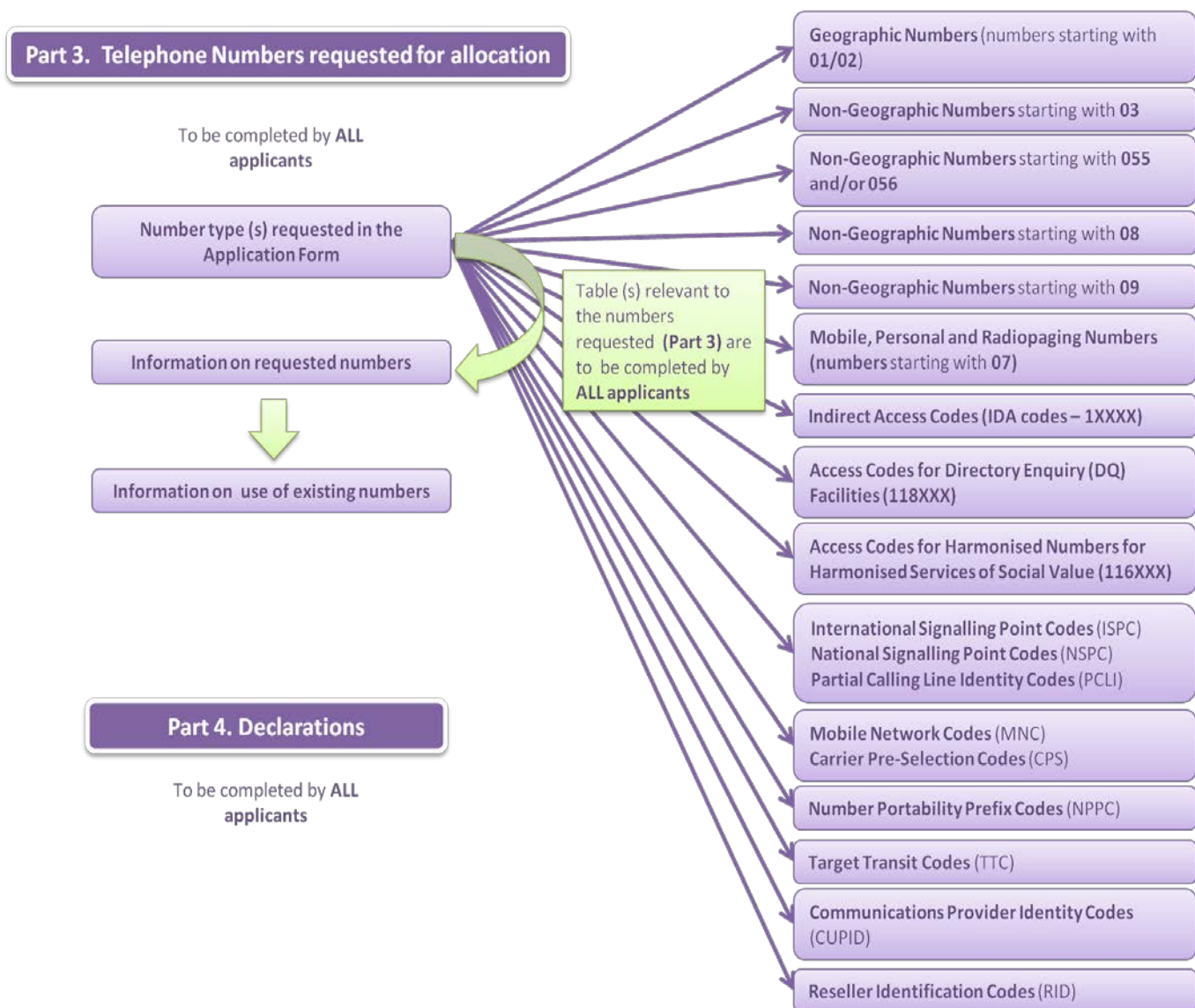
- 4.18 We expect the system to be launched for external use during the latter half of 2014. Ahead of its launch, we intend to publish guidelines advising CPs on its use and how to benefit from its capabilities in the ongoing management of allocated numbers.

Annex 1

Number application form diagram







Annex 2

Legal Framework

The legal framework

- A2.1 Ofcom regulates the communications sector under the framework established by the Communication Act 2003 (the Act). The Act provides, among other things in relation to numbering, for the publication of the National Telephone Numbering Plan (the Numbering Plan) and the setting of General Conditions of Entitlement relating to telephone numbers (the Numbering Condition or GC17). It also sets out statutory procedures governing the modification of the Numbering Plan and General Conditions.

Ofcom's general duty as to telephone numbering functions

- A2.2 Ofcom has a general duty under section 63(1) of the Act in carrying out its numbering functions:
- a) *"to secure that what appears to them to be the best use is made of the numbers that are appropriate to use as telephone numbers; and*
 - b) *to encourage efficiency and innovation for that purpose."*

Principal duties of Ofcom

- A2.3 The principal duty of Ofcom to be observed in the carrying out of its functions is set out in section 3(1) of the Act as the duty:
- a) *"to further the interests of citizens in relation to communications matters; and*
 - b) *to further the interests of consumers in relevant markets, where appropriate by promoting competition."*

Duties for the purpose of fulfilling Community obligations

- A2.4 In addition to our general duties and our duty regarding telephone numbers, Ofcom must also take into account the six Community requirements in carrying out its functions, as set out in section 4 of the Act. These include the requirement to promote competition in the provision of electronic communications networks and services, as well as the requirement to promote the interests of European citizens.

Number application forms

- A2.5 The Numbering Condition (GC17) contains provisions relating to the allocation, adoption and use of telephone numbers.
- A2.6 Paragraph 17.9 (a) of GC17 states that:
- "When applying for an Allocation or reservation of Telephone Numbers, the Communications Provider shall:*

a) use an appropriate application form as directed by Ofcom from time to time as it thinks fit;...

A2.7 Section 49(1) of the Act provides that:

"This section applies where:

a) a condition set under section 45 has effect by reference to directions, approvals or consents given by a person (whether OFCOM themselves or another); and

b) that person (referred to in this section and sections 49A to 49C as "the responsible person") is proposing to give a direction, approval or consent that affects the operation of that condition or to modify or withdraw a direction, approval or consent so as to affect the condition's operation."

A2.8 Section 49(2) further provides that:

"The responsible person must not give, modify or withdraw the direction, approval or consent unless he is satisfied that to do so is -

a) objectively justifiable in relation to the networks, services, facilities, apparatus or directories to which it relates (but this paragraph is subject to subsection (2A));

b) not such as to discriminate unduly against particular persons or against a particular description of persons;

c) proportionate to what it is intended to achieve; and
in relation to what is intended to achieve, transparent."

A2.9 Section 49(2A) states:

"Subsection (2)(a) does not apply in relation to a direction, approval or consent affecting a general condition."

A2.10 According to section 49(4), where section 49A applies, the applicable requirements of that section and section 49B must be complied with before the direction, approval or consent is given, modified or withdrawn.

A2.11 Section 49A applies, among other things, where the responsible person proposes to give, modify or withdraw a direction approval or consent for the purposes of:

"(1)...b) any other condition set under section 45 where what is proposed would, in OFCOM's opinion, have a significant impact on a market for any of the services, facilities, apparatus or directories in relation to which they have functions under this Chapter."

A2.12 Where section 49A applies, section 49A(3) provides that responsible person must publish a notification:

"a) stating that there is a proposal to give, modify or withdraw the direction, approval or consent;

b) identifying the responsible person;

c) setting out the direction, approval or consent to which the proposal relates;

d) setting out the effect of the direction, approval or consent or of its proposed modification or withdrawal;

e) giving reasons for the making the proposal; and

f) specifying the period within which representations may be made about the proposal to the responsible person.”

A2.13 The consultation period must be no less than one month after the day of the publication of the notification (section 49A(4)), unless there are exceptional circumstances (section 49A(5)).

A2.14 Section 49C(1) provides that Ofcom must send to the Secretary of State a copy of every notification published under section 49A(3).

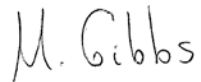
Annex 3

Notification of proposed modifications to the provisions of the number application form

Proposal for making a Direction under paragraph 17.9(a) of General Condition 17 relating to number application forms

- A3.1 Ofcom makes the following proposal for a Direction to be given under paragraph 17.9(a) of General Condition 17.
- A3.2 The draft Direction is set out in the Schedule to this Notification.
- A3.3 The reasons for making this proposal, and the effect of the draft Direction, are set out in the accompanying consultation document.
- A3.4 Pursuant to section 49A(1) of the Act, Ofcom is of the opinion that this proposal would not have a significant impact on a market for any of the services, facilities, apparatus or directories in relation to which Ofcom has functions under Chapter 1 of Part 2 of the Act. Ofcom considers that the proposal is not of EU significance pursuant to section 150A(2) of the Act.
- A3.5 Representations may be made to Ofcom about the draft Direction by 5pm on 31 January 2014.
- A3.6 In this Notification:
 - a. “the Act” means the Communications Act 2003;
 - b. “General Condition 17” means General Condition 17 of the General Conditions of Entitlement, set under section 45 of the Act by the Director General of Telecommunications on 22 July 2003, and amended from time to time; and
 - c. “Ofcom” means the Office of Communications.
- A3.7 Words and expressions shall have the meaning assigned to them in this Notification, and otherwise any word or expression shall have the same meaning as it has in the Act.
- A3.8 For the purposes of interpreting this Notification: (i) headings and titles shall be disregarded; and (ii) the Interpretation Act 1978 shall apply as if this Notification were an Act of Parliament.
- A3.9 The Schedule to this Notification shall form part of this Notification.

Marina Gibbs

A handwritten signature in black ink that reads "M. Gibbs". The letters are cursive and slightly slanted to the right.

Competition Policy Director

18 December 2013

A person authorised by Ofcom under paragraph 18 of the Schedule to the Office of Communications Act 2002.

Schedule

[Draft] Direction under paragraph 17.9(a) of General Condition 17

WHEREAS:

- A. Paragraph 17.9(a) of General Condition 17 provides that, when applying for an Allocation or reservation of Telephone Numbers, the Communications Provider shall use an appropriate application form as directed by Ofcom from time to time as it thinks fit;
- B. For the reasons set out in the Statement accompanying this Direction, Ofcom shall withdraw the direction made on 22 November 2012 on Communication Providers to use the current set of application forms and give this Direction to use the application form available on Ofcom's online number portal, a paper representation of which is appended to this Direction. Ofcom is satisfied that the number application form referred to in this Direction is appropriate for use by Communications Providers when applying for an Allocation of Telephone Numbers;
- C. For the reasons set out in the Statement accompanying this Direction, Ofcom is satisfied that, in accordance with section 49(2) of the Act, this Direction is:
 - (i) not such as to discriminate unduly against particular persons or against a particular description of persons;
 - (ii) proportionate to what it is intended to achieve; and
 - (iii) in relation to what is intended to achieve, transparent.

Ofcom is further satisfied that the matters set out in paragraph B above (including revisions to the application forms) are objectively justified.
- D. In making this Direction, Ofcom has considered and acted in accordance with its general duty as to telephone numbering functions under section 63 of the Act, its general duties under section 3 of the Act and the six Community requirements set out in section 4 of the Act;
- E. A notification of a proposal to give this Direction (the "Notification") was given on 18 December 2013. Ofcom stated in the Notification that, pursuant to section 49A(1)(b) of the Act, it was of the opinion that the proposal would not have a significant impact on a market for any of the services, facilities, apparatus or directories in relation to which Ofcom has functions under Chapter 1 of Part 2 of the Act. Ofcom also stated in the Notification that, pursuant to section 150A(2) of the Act, it considered that the proposal was not of EU significance.

NOW, THEREFORE, PURSUANT TO PARAGRAPH 17.9(a) OF GENERAL CONDITION 17, OFCOM DIRECTS THAT:

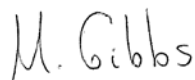
1. For the time being, the number application form referred to at paragraph B of this Direction (a paper representation is appended to this Direction) shall be used by Communications Providers when applying for an Allocation of Telephone Numbers.
2. In this Direction:
 - a. "the Act" means the Communications Act 2003;

b. "General Condition 17" means General Condition 17 of the General Conditions of Entitlement, set under section 45 of the Act by the Director General of Telecommunications on 22 July 2003, and amended from time to time; and

c. "Ofcom" means the Office of Communications.

3. Words or expressions shall have the meaning assigned to them in this Direction, and otherwise any word or expression shall have the same meaning as it has in paragraph 1(Definitions) of Part 1 of the Schedule to the Notification published by the Director General of Telecommunications on 22 July 2003 under section 48(1) of the Act, and modified by Ofcom from time to time.
4. The Interpretation Act 1978 shall apply as if this Direction were an Act of Parliament.
5. Headings and titles in this Direction shall be disregarded.
6. This Direction takes effect on the date it is published.

Marina Gibbs

A handwritten signature in dark ink, appearing to read 'M. Gibbs', is positioned below the printed name.

Competition Policy Director

18 December 2013

A person authorised by Ofcom under paragraph 18 of the Schedule to the Office of Communications Act 2002.



Telephone Number Application Form

Definitions and Interpretation

1. Words or expressions shall have the meaning assigned to them in this Application Form.

Otherwise, any word or expression shall have the same meaning as it has:

- (i) in the National Telephone Numbering Plan published by Ofcom pursuant to section 56 of the Communications Act 2003 (the 'Act') and amended from time to time;
- (ii) if it has no meaning ascribed as mentioned in (i) above, in paragraph 1 (Definitions) of Part 1 of the Schedule to the Notification published by the Director General of Telecommunications on 22 July 2003 under section 48(1) of the Act and modified by Ofcom from time to time; and
- (iii) if it has no meaning ascribed as mentioned in (i) and (ii) above, in the Act.

2. The Interpretation Act 1978 shall apply as if this Application Form were an Act of Parliament.

3. Main abbreviations used in the Application Form:

- (i) 'CP' means Communications Provider
- (ii) 'PECN' means Public Electronic Communications Network
- (iii) 'PECS' means Public Electronic Communications Service
- (iv) 'CUPID' means Communications Provider Identification Code
- (v) 'RID' means Reseller Identification Code
- (vi) 'NSPC' means National Signalling Point Code
- (vii) 'ISPC' means International Signalling Point Code
- (viii) 'MNC' means Mobile Network Code
- (ix) 'PCLI' means Partial Calling Line Identity
- (x) 'CPS' means Carrier Pre-Selection
- (xi) 'IDA' means Indirect Access
- (xii) 'NPPC' means Number Portability Prefix Code
- (xiii) 'TTC' means Targeted Transit Code
- (xiv) 'DQ' means Directory Enquiry

Note: Applicants should ensure that all relevant sections of the Application Form have been completed. Only complete applications will be accepted.

LAYOUT OF THE APPLICATION FORM	
Part 1. CP profile and contact details	
Table Title	To be completed by
Legal Status	All applicants
Companies	Applicants that are Companies
Unincorporated Entities and individuals	Applicants that are Unincorporated entities or individuals
Internal numbering representative	All applicants
External numbering representative	Applicants using an external adviser (e.g. consultant, solicitor, etc.) as their numbering representative
Billing representative	Applicants applying for Geographic Numbers
Confirmation that information provided in Part 1 is complete, accurate and up-to-date	All applicants
Part 2. Information on network and/or service provision	
Table Title	To be completed by
Declaration of: <ul style="list-style-type: none"> provision of a PECS and/or PECN; or application for CUPID/RID only 	All applicants
Service information	Applicants that provide or shall provide a PECS
Network information	Applicants that provide or shall provide a PECN
Confirmation that information provided in Part 2 is complete, accurate and up-to-date	All applicants
Part 3. Telephone numbers requested for allocation	
Table Title	To be completed by
Number type(s) requested in the Application Form	All applicants
Requested number blocks	Applicants to complete table(s) relevant for number type(s) applied for in this Application Form
Adoption and use of existing number blocks	Applicants to complete table(s) relevant for number type(s) applied for in this Application Form
Part 4. Declaration	
To be completed by ALL applicants	

Part 1. CP profile and contact details

Applicants using the online form for the first time, or applicants completing a paper version, are required to provide all the requested information in Part 1. Please consider your responses carefully, then complete the declaration at the end of Part 1 to confirm the information is complete, accurate and up-to-date.

Applicants that have used the online form previously should see the information provided to Ofcom in the response fields in Part 1. Please review this response information carefully and make any necessary changes, then complete the declaration at the end of Part 1 to confirm the information is complete and remains accurate and up-to-date.

Legal Status		
To be completed by ALL applicants – tick to indicate applicable status		
Company: <input type="checkbox"/>	Unincorporated entity: <input type="checkbox"/> e.g. sole trader or partnership	Individual: <input type="checkbox"/>
Please describe the form/type:	Please describe the form/type:	

Companies	
To be completed by applicants that are a Company	
Company name	
Trading name(s) (if different from company name)	
Company registration number	
Date of incorporation	
Country of incorporation	
Nature of business (please describe)	
Company registered office address Where the Company's registered office is outside the U.K., please also provide contact details for the Company's U.K. presence (address, email and phone number).	
General office telephone number	

General office email address	
Website (if available)	
To be completed ONLY by applicants for numbers starting with 070, 087 (except 0870) or 09	
Full name, address and date of birth of each company director as listed at Companies House	
Current Companies House Appointments Report (to be attached)	

Unincorporated entities and individuals	
To be completed by applicants that are an Unincorporated entity or an individual	
Full name	
Trading name(s) (if different from full name)	
Nature of business (please describe)	
Date of commencing the business activity	
Address Where this address is outside the U.K., please also provide contact details for the applicant's UK presence (address, email and telephone number).	
Telephone number	
Email address	
Website (if available)	
To be completed ONLY by applicants for numbers starting with 070, 087 (except 0870) or 09	
Full name, address and date of birth of the person(s) responsible for the day-to-day running of the business	

Internal numbering representative	
To be completed by ALL applicants	
Full name	
Address	

Direct telephone number	
Direct email	
Mobile number (if available)	
Position in the entity	

External numbering representative	
<u>To be completed ONLY if the applicant has authorised an external numbering representative to act on its behalf (e.g. consultant, solicitor, etc.)</u>	
<u>Note: the applicant must also provide details of an internal numbering representative above</u>	
Full name	
Company name	
Company number	
Address	
Direct telephone number	
Direct email	
Mobile number (if available)	
<p>If you are acting on behalf of an applicant, please submit with the Application Form an Authorisation Letter signed by that applicant CP confirming that you are authorised to represent it. This letter should:</p> <p>(a) be dated and signed by the applicant;</p> <p>(b) state the period of time for which you are authorised to act on behalf of the applicant; and</p> <p>(c) specify the actions you are authorised to carry out on behalf of that applicant.</p> <p>Authorisation Letters which do not include the information set out above will not be accepted.</p>	

Billing representative	
<u>To be completed ONLY by applicants for Geographic Numbers</u>	
Full name	
<i>If different from Numbering Representative, please provide contact details below</i>	
Address	
Direct telephone number	
Direct email	

Confirmation that information provided in Part 1 is complete, accurate and up-to-date	
<u>To be completed by ALL applicants</u>	
<p>Please review the information provided in the response fields in Part 1 carefully and complete the confirmation below by ticking the box provided.</p>	

I have reviewed the information provided in response to Part 1 and confirm that it is complete, accurate and up-to-date.

Part 2. Information on network and/or service provision

Applicants using the online form for the first time, or applicants completing a paper version, are required to provide all the requested information in Part 2 of the application form. Please carefully consider your responses, then complete the declaration at the end of Part 2 to confirm the information is complete, accurate and up-to-date.

If you are not using the online form for the first time, the information you previously provided to Ofcom should appear in the response fields below at Part 2. Please carefully review this response information and make any necessary changes, then complete the declaration at the end of Part 2 to confirm the information is complete and remains accurate and up-to-date.

Declaration of provision of a PECS and/or PECN or application for CUPID/RID only

To be completed by ALL applicants

“Communications provider”, “electronic communications network”, “electronic communications service”, “public electronic communications network” and “public communications service” are defined in sections 405, 32 and 151 of the Communications Act 2003 (<http://www.legislation.gov.uk/ukpga/2003/21/contents>).

Please tick one or more (if applicable) of the following declarations:

(A) I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Service as defined by the Communications Act 2003. ☐

(B) I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Service as defined by the Communications Act 2003 within six months from the date of allocation of the numbers requested in this application. ☐

(C) I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Network as defined by the Communications Act 2003. ☐

(D) I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Network as defined by the Communications Act 2003 within six months from the date of allocation of the numbers requested in this application. ☐

(E) I declare on behalf of the applicant, that this application is only for Communications Identity (CUPID) Code(s) or Reseller Identification (RID) Code(s) and is not for any other type of code or number. ☐

Service information			
To be completed by ALL applicants providing or intending to provide a PECS (except for applicants ONLY applying for CUPID and/or RID Code(s))			
Note: The fields below only relate to the PECS for which the requested numbers are to be adopted and used			
Type of PECS for which the requested numbers would be used (tick as applicable)	Provide details of the PECS the applicant is: i. providing (including a service flow diagram showing the network on which the numbers would be adopted, interconnection arrangements and how your customers access/use your service ¹); or ii. intending to provide (including documentation showing how you will activate the PECS within six months of the date of allocation of requested numbers ²)	State where the PECS is/will be available	Date provision of PECS commenced or shall commence (planned or actual)
<u>Fixed telephony services</u> <input type="checkbox"/>	Description - Attachment		
<u>Mobile telephony services</u> <input type="checkbox"/>	Description – Attachment		
<u>VoIP services</u> <input type="checkbox"/>	Description – Attachment		
<u>Messaging services</u> <input type="checkbox"/>	Description – Attachment		
<u>Internet access services</u> <input type="checkbox"/>	Description – Attachment		
<u>Satellite services</u> <input type="checkbox"/>	Description – Attachment		

Other services <input type="checkbox"/>	<i>Description – Attachment</i>		
<p>¹ Service flow diagram</p> <p>Please provide a diagram illustrating the end-to-end service offered to your customers. The diagram should provide a high level view of the service, including the different networks that may be used for end-to-end connectivity.</p> <p>² Documentation showing how you will activate the PECS – examples of relevant information:</p> <ul style="list-style-type: none"> - Interconnection agreement - Hosting agreement - Mobile Virtual Network Operator (MVNO)/ Mobile Virtual Network Enabler (MVNE) agreement - Business plans (covering the service type(s) that you have selected above, including activation milestones and intended commencement date of service) 			

Network information			
To be completed by ALL applicants providing or intending to provide a PECN (except for applicants ONLY applying for CUPID and/or RID Code(s))			
Note: The fields below only relate to the PECN on which the requested numbers are to be adopted and used			
Type of PECN on which the requested numbers would be used (tick as applicable)	Provide details of the PECN the applicant is: i) providing (including a network diagram and network description ¹); or ii) intending to provide (including documentation showing how you will have access to a network within six months of the date of allocation of the requested numbers ²)	State where network is/will be available	Date provision of the applicant's PECN commenced or shall commence (actual or planned)
Fixed Telephony Network (e.g. fixed network used primarily for publicly available telephony services) <input type="checkbox"/>	Description - Attachment		
Mobile Telephony Network (e.g. wireless network used primarily for publicly available mobile telephony services) <input type="checkbox"/>	Description - Attachment		
Mobile Service Network (non voice services e.g. SMS, MMS) <input type="checkbox"/>	Description - Attachment		
Mobile Virtual Network Operator/Enabler ('MVNO'/'MVNE') <input type="checkbox"/>	Description - Attachment		
Satellite Network (e.g. satellite network used for marine, aviation, remote areas) <input type="checkbox"/>	Description - Attachment		
Carrier Network <input type="checkbox"/>	Description - Attachment		

Other <input type="checkbox"/>	Description - Attachment		
<p>¹ Network diagram</p> <p>The network diagram should clearly identify:</p> <ul style="list-style-type: none"> • The network elements that are part of your existing network and their location. The diagram should include, as relevant: <ul style="list-style-type: none"> ○ switches; ○ subscriber databases (e.g. Home Location Register ('HLR'), Authentication Centre ('AuC')); and ○ servers used for your service offerings (e.g. IVRs); • Whether the network equipment that you are using/intend to use has network codes already allocated to it; • Interconnection with other networks (either peer or host networks); and • Identification of signalling links and the protocols used. <p>Mobile network description</p> <p>For mobile networks, please also include the spectrum (frequencies) used and the licensee of the spectrum allocation.</p> <p>² Documentation showing access to a network – examples of relevant information:</p> <ul style="list-style-type: none"> - Interconnection agreement - Hosting agreement - MVNE/MVNO agreement - Business plans (covering the network type/s selected above, including milestones for obtaining access and intended commencement date of network access) 			
<p style="text-align: center;">Confirmation that information provided in Part 2 is complete, accurate and up-to-date</p> <p style="text-align: center;">To be completed by ALL applicants</p> <p>Please review the information provided in the response fields in Part 2 carefully and complete the confirmation below by ticking the box provided.</p> <p><i>I have reviewed the information provided in response to Part 2 and confirm that is complete, accurate and up-to-date.</i> <input type="checkbox"/></p>			

Part 3.Telephone Numbers requested for allocation

General Condition 17.5 provides that “where Telephone Numbers have been allocated to the Communications Provider, that provider shall secure that such Telephone Numbers are adopted or otherwise used effectively and efficiently.” Ofcom has a general duty under section 63(1) of the Communications Act 2003 in carrying out its numbering functions:

- (a) to secure that what appears to Ofcom to be the best use is made of the numbers that are appropriate for use as telephone numbers; and*
- (b) to encourage efficiency and innovation for that purpose.*

Consistent with the duty above, Ofcom requires justification from CPs applying for numbers where they already hold allocations of the same number type that are relevant to the application. Applicants must provide details of relevant existing allocations where requested in support of their application for additional numbers.

Applicants should complete the following table stating the types of numbers/codes applied for in the Application Form. Applicants applying online will be given access to the relevant table(s) for the types of numbers/codes indicated. Applicants completing a paper version are required to identify the relevant table(s) for completion below.

Number type(s) requested in this Application Form	
To be completed by ALL applicants - Tick all types of numbers/codes the applicant is applying for	
Geographic Numbers (01/02)	<input type="checkbox"/>
Non-Geographic Numbers starting 03	<input type="checkbox"/>
Non-Geographic Numbers starting 055 or 056	<input type="checkbox"/>
Non-Geographic Numbers starting 08	<input type="checkbox"/>
Non-Geographic Numbers starting 09	<input type="checkbox"/>
Mobile Numbers (071-075 and 077-079); Personal Numbers (070); Radiopaging Numbers (076)	<input type="checkbox"/>
Access Code(s) for Indirect Access (IDA)	<input type="checkbox"/>
Access Code(s) for Directory Enquiries (DQ)	<input type="checkbox"/>
Access Code for Harmonised numbers for harmonised services of social value	<input type="checkbox"/>
Network Code(s) of the following type(s): International/National Signalling Point Code (ISPC)/(NSPC); Partial Calling Line Identity Codes (PCLI)	<input type="checkbox"/>
Network Code(s) of the following type(s): Mobile Network Code (MNC); Carrier Pre-Selection (CPS)	<input type="checkbox"/>
Network Code(s) of the following type: Number Portability Prefix Code (NPPC)	<input type="checkbox"/>
Network Code(s) of the following type: Targeted Transit Code (TTC)	<input type="checkbox"/>
Administrative Code(s) of the following type: Communications Provider Identity Code (CUPID)	<input type="checkbox"/>
Administrative Code(s) of the following type: Reseller Identification Code (RID)	<input type="checkbox"/>

GEOGRAPHIC NUMBERS (numbers starting with 01/02)						
<u>Requested number block(s)</u>						
	Name of Geographic Area	Number block requested Enter first digits of block after initial '0': - SABC DE for Standard Area - SABC DE F for Conservation Area - SABC DE F G for 100-Number Block Area where a 100-number block is required	Name and NSPC of the switch on which the number block will be situated (NSPC required only for interconnection switches)	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Forecast of expected use of requested numbers within 12 months of allocation (%)	Description of the service for which the numbers applied for will be used and the market to be served
1st block 1st choice						
2nd choice						
2nd block 1st choice						
2nd choice						
<u>Use of existing number block(s)</u>						
<ul style="list-style-type: none"> For each number block applied for above, provide details of any other number blocks with the same Geographic Area Code that are currently on the same switch/processor If any blocks applied for are for a new switch, i.e. it is the first block with that Geographic Area Code on the switch, state this below. 						
Name of Geographic Area	Number block allocated Enter first digits of block after initial '0' as relevant - SABC DE / DE F / DE F G	Name and NSPC of the switch (NSPC required only for interconnection switches)	Total numbers provided to end-users, i.e. in use or ported out (enter number or %)	Total numbers not in use but contracted out (enter number or %)	Explanation as to why the applicant requires further numbers with the same Geographic Area Code	

Adoption of existing number block(s)

Provide details of any existing blocks of Geographic Numbers that were allocated more than 6 months ago but not yet Adopted

Name of Geographic Area	Number block allocated Enter first digits of block after initial '0' as relevant - SABC DE / DE F / DE F G	Date block allocated	Explanation as to why the applicant has not Adopted the number block and provision of activation milestones and intended date of Adoption

NON-GEOGRAPHIC NUMBERS STARTING WITH 03				
<u>Requested number block(s)</u>				
	Number block requested Enter first digits of block after initial '0' - SABC DE	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Forecast of expected use of the requested numbers within 12 months of allocation (%)	Description of the service for which the numbers applied for will be used and the market to be served
1st block 1st choice				
2nd choice				
2nd block 1st choice				
2nd choice				
<u>Use of existing number block(s)</u>				
For each number block applied for above, provide details of any other number block from the same 03X subrange				
Number block allocated Enter first digits of block after initial '0' - SABC DE	Total numbers provided to end-users, ie in use or ported out (enter numbers or %)	Total numbers not in use but contracted out (enter numbers or %)	Explanation as to why the applicant requires further numbers from the same 03X subrange	

NON-GEOGRAPHIC NUMBERS STARTING WITH 055 OR 056					
<u>Requested number block(s)</u>					
	Number block type e.g. Corporate Numbers	Number block requested Enter first digits of block after initial '0' - SABC DE	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Forecast of expected use of the requested numbers within 12 months of allocation (%)	Description of the service for which the numbers applied for will be used and the market to be served
1st block 1st choice					
2nd choice					
2nd block 1st choice					
2nd choice					
<u>Use of existing number block(s)</u>					
For each number block applied for above, provide details of any other number block from the same 05X range					
Number block allocated Enter first digits of block after initial '0' - SABC DE	Total numbers provided to end-users, i.e. in use or ported out (enter numbers or %)	Total numbers not in use but contracted out (enter numbers or %)	Explanation as to why the applicant requires further numbers from the same 05X range		

NON-GEOGRAPHIC NUMBERS STARTING WITH 08							
<u>Requested number block(s)</u>							
	Number block type e.g. Freephone Numbers	Number block requested Enter first digits of block after initial '0': - SABC DE for numbers allocated in 10,000-number blocks - SABC DE F for numbers allocated in 1,000-number blocks	Tariff for each number block (including VAT) (for 0843/4 and 0871/2/3 non-internet blocks, state tariff for BT customers to nearest 1p)	State 'BT Discount Scheme' or 'Non BT Discount Scheme' as applicable for block	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Forecast of expected use of the requested numbers within 12 months of allocation (%)	Description of the service for which the numbers applied for will be used and the market to be served
1 st block 1 st choice							
2 nd choice							
2 nd block 1 st choice							
2 nd choice							
<u>Use of existing number block(s)</u>							
For each number block applied for above, provide details of any other number blocks of the same type and tariff (where applicable)							
Number block type	Number block(s) allocated Enter first digits of block after initial '0' as relevant – SABC DE/DE F	Tariff (including VAT) (where applicable)	State 'BT Discount Scheme' or 'Non BT Discount Scheme' as applicable for block	Total numbers provided to end-users, ie in use or ported out (enter numbers or %)	Total numbers not in use but contracted out (enter numbers or %)	Explanation as to why the applicant requires further numbers	

Adoption of existing number block(s)			
Provide details of any existing blocks of Non-Geographic Numbers starting with 08 that were allocated more than 6 months ago but not yet Adopted			
Number block type	Number block(s) allocated Enter first digits of block after initial '0' as relevant - SABC DE / DE F	Date block allocated	Explanation as to why the applicant has not Adopted the number block and provision of activation milestones and intended date of Adoption

NON-GEOGRAPHIC NUMBERS STARTING WITH 09						
<u>Requested number block(s)</u>						
	Number block type e.g. Sexual Entertainment Services at a Premium Rate	Number block requested Enter first digits of block after initial '0' - SABC DE	Tariff for each number block for BT customers (including VAT)	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Forecast of expected use of the requested numbers within 12 months of allocation (%)	Description of the service for which the numbers applied for will be used and the market to be served
1 st block 1 st choice						
2 nd choice						
2 nd block 1 st choice						
2 nd choice						
<u>Use of existing number block(s)</u>						
For each number block applied for above, provide details of any other number blocks of the same type and tariff						
Number block type	Number block allocated Enter first digits of block after initial '0' - SABC DE	Tariff for BT customers (including VAT)	Total numbers provided to end-users, i.e. in use or ported out (enter numbers or %)	Total numbers not in use but contracted out (enter numbers or %)	Explanation as to why the applicant requires further numbers	
<u>Adoption of existing number block(s)</u>						
Provide details of any existing blocks of Non-Geographic Numbers starting with 09 that were allocated more than 6 months ago but not yet Adopted						

Number block type	Number block(s) allocated Enter first digits of block after initial '0' as relevant - SABC DE	Date block allocated	Explanation as to why the applicant has not Adopted the number block and provision of activation milestones and intended date of Adoption

MOBILE, PERSONAL AND RADIOPAGING NUMBERS (numbers starting with 07)						
<u>Requested number block(s)</u>						
	Number block type e.g. Mobile Numbers	Number block requested Enter first digits of block after initial '0': - SABC D for numbers allocated in 100,000-number blocks - SABC DE for numbers allocated in 10,000-number blocks	Tariff and rate for each number block (including VAT) Personal and radiopaging numbers only	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Forecast of expected use of the requested numbers within 12 months of allocation (%)	Description of the service for which the numbers applied for will be used and the market to be served
1 st block 1 st choice						
2 nd choice						
2 nd block 1 st choice						
2 nd choice						
<u>Use of existing number block(s)</u>						
For each number block applied for above, provide details of any other number blocks of the same type and tariff (where applicable)						
Number block type	Number blocks allocated Enter first digits of block after initial '0' as relevant– SABC D / DE	Tariff and rate (including VAT) Personal and radiopaging numbers only	Total numbers provided to end-users, i.e. in use or ported out (enter numbers or %)	Total numbers not in use but contracted out (enter numbers or %)	Explanation as to why the applicant requires further numbers	

INDIRECT ACCESS CODES (IDA codes – 1XXXX)								
<u>Requested code(s)</u>								
	IDA code required	Is this Access Code to be used in conjunction with the BT Standard Interconnection Service known as Indirect Access? State 'Yes' or 'No'	State the set-up of the code on the switch – either: - Calling Line Identification ('CLI') - 1 stage; or - Personal Identification Number ('PIN') - 2 stage; or Both CLI & PIN ¹	If applying for an Access Code in the range '18600-18629', confirm that the code will be used for data traffic only (NB. codes outside of this range may be subject to Indirect Access call barring by providers of Wholesale Line Rental)	State the name and the NSPC of the switch where the Access Code will be set-up	Is this the applicant's own switch or that of another PECN provider (please state name)?	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Description of the service for which the Access Code will be adopted and the market to be served
1 st choice								
2 nd choice								
¹ Please note that the type of set-up (and whether the code is for data services only), will be shown on the 'Notification of Allocation' from Ofcom. The PECN provider with whom you Interconnect will set-up the code only as stated. If you wish to change the type of set-up, you must seek permission from Ofcom and provide a suitable justification. If Ofcom agrees to the change of set-up, a new Notification of Allocation will be issued.								

<u>Use of existing code(s)</u>					
For each IDA code applied for above, provide details of any other IDA code(s) allocated with the same set-up					
Existing IDA code	State the set-up of the IDA code on the switch – either: - Personal Identification Number (PIN)(1 stage); or -Calling Line Identification (CLI) (2 stage); or -PIN & CLI	Is this Access Code used in conjunction with the BT Standard Interconnection Service known as Indirect Access, or for another service (please state the type of service)?	State the name and the NSPC of the switch where the Access Code is set up	Is this the applicant's switch, or that of another PECN provider (please state name)?	Explanation as to why the applicant requires further IDA code(s)

ACCESS CODES FOR DIRECTORY ENQUIRY (DQ) FACILITIES (118XXX)						
<u>Requested code(s)</u>						
	DQ code required	Name of sub-allocatee providing the DQ Facility (where relevant)	Name of DQ facility to be provided	Description of DQ Facility ¹ to be provided behind 118XXX Code (must be in accordance with definitions for National DQ and/or International DQ)	Confirmation that this service will offer the caller the number requested if available from the database	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)
1 st choice						
2 nd choice						
If you are applying for DQ code(s) on behalf of a sub-allocatee(s), please attach a signed, letter-headed 'statement of intent' from each sub-allocatee you are representing					(Attachment)	
¹ Description of DQ Facility: Description of DQ Facility must be sufficiently different from that of any code you have previously been allocated or from any others you are currently applying for – Ofcom will not allocate more than one code for the same type of service for the same provider. Also, the description should be worded in a way that is clear and conforms to either the National or International DQ Facility or a combination of both. The description you provide will be published on Ofcom's website – you should ensure that the description does not contain commercially confidential information.						
<u>Use of existing codes</u>						
For each DQ code applied for above, provide details of any other DQ codes with the same service and provider						
Existing DQ code	Name of sub-allocatee providing the DQ Facility (where relevant)	Name of DQ Facility provided	Description of DQ Facility provided	Explanation as to why the applicant requires further DQ code(s)		

ACCESS CODE FOR HARMONISED NUMBERS FOR HARMONISED SERVICES OF SOCIAL VALUE (116XXX)					
<u>Requested code</u>					
Code required	Name of service	Name of organisation(s) who will be providing the service	Description of service to be provided on the code	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Any other supporting information the applicant may wish to include
<p>The following documents must be submitted with the Application Form: (Attachments)</p> <p>a) a comprehensive description of the service to be provided on the code;</p> <p>b) a statement explaining how the proposed service meets the service description and complies with the conditions attached to the use of the code set out in the National Telephone Numbering Plan;</p> <p>c) a letter of confirmation from the organisation(s) who will provide the service; and</p> <p>d) confirmation that the applicant(s) was found to be eligible to apply for allocation following an expression of interest in the specific code.</p>					

INTERNATIONAL SIGNALLING POINT CODES ('ISPC') NATIONAL SIGNALLING POINT CODES ('NSPC') PARTIAL CALLING LINE IDENTITY CODES ('PCLI')						
<u>Requested code(s)</u>						
(Note that Ofcom will select the actual code(s) allocated)						
Code type e.g. NSPC	Code required	Type of service for which the code will be used (For NSPC/ISPC only)	Name of switch where the code will be located	Type of switch and manufacturer	Address of switch, i.e. the physical location	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)
Overseas interconnection arrangements: For each of the ISPCs applied for above, confirm that it will be used on an international gateway exchange that forms part of the UK C7 network, and that it interconnects with one or more overseas international gateway exchanges that operate within the ISPC network. Note: If you are applying for ISPCs/NSPCs from Ofcom, the switch where it will be located must form part of the UK network, whether it is physically located within or outside the UK, i.e. it should not be used on a switch that forms part of an overseas network. If it does form part of an overseas network, you should apply for ISPCs/NSPCs from the country concerned. The name of the switch will appear on the notification of allocation.					<i>To be completed for ISPC applications</i>	
<u>Use of existing code(s)</u>						
For each code applied for above, provide details of any existing codes of the same type						
Code type	Code allocated	Name of switch where the code is located	Type of switch and manufacturer	Address of switch, i.e. the physical location	Switch function (for ISPC only)	If you are applying for code(s) on a switch where one or more codes of the same type are already located, provide a justification

MOBILE NETWORK CODES (MNC) CARRIER PRE-SELECTION CODES (CPS)			
<u>Requested code(s)</u>			
(Note that Ofcom will select the actual code(s) allocated)			
Code type e.g MNC	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Provide a justification where more than one code of the same type is requested	
<u>Use of existing codes</u>			
Code type	Code allocated	Details of code use	Provide a justification for requesting a further code

NUMBER PORTABILITY PREFIX CODES (NPPC)		
<u>Requested codes</u>		
(Note that Ofcom will select the actual codes allocated) and use of existing codes)		
Type of NPPC	Indicate type of NPPC requested by stating 'Yes'	State if you have existing NPPC(s) of this type. If yes, provide details and justification for further NPPC
Geographic		
Non-Geographic		
Personal Number		
Non-Geographic Transit		
Personal Number Transit		
Mobile Numbers		

TARGETED TRANSIT CODES (TTC)					
<u>Requested codes</u>					
Note that Ofcom will select the actual codes allocated. The same code(s) will be allocated jointly to the three providers specified below.					
Number of codes required	Provider A: provider of the originating PECN (state either the name of the provider or that it is you)	Provider B: provider of the transiting PECN (state either the name of the provider or that it is you)	Provider C: provider of the terminating PECN (state either the name of the provider or that it is you)	Planned in-service date (NB applications should not be submitted more than 6 months prior to in-service date)	Provide a justification where more than one code is required
<u>Use of existing codes</u>					
Provide details of any existing TTC					
Code allocated	Details of the code use			Provide a justification for requesting additional codes	

COMMUNICATIONS PROVIDER IDENTITY CODE (CUPID)		
<u>Requested codes</u> (note that Ofcom will select the actual codes allocated) <u>and use of existing codes</u>		
Number of codes requested	Provide a justification where: - more than one code is requested; and/or - you have existing CUPID(s). Provide details of any CUPID codes allocated to date	If you are not a PECN or PECS provider, state the reason why you require a CUPID code (e.g. WLR3)

RESELLER IDENTIFICATION CODE (RID)		
<u>Requested code(s)</u>		
(Note that Ofcom will select the actual codes allocated)		
Brand name facing the end-user to be associated with the RID Code (note - the brand name for each individual code should be different)	Contact details for use by the end-user to be associated with the brand name of the RID Code (direct telephone number, postal address, e-mail etc).	
<i>Note: The above information will appear next to the RID code(s) on the Ofcom website</i>		
<u>Use of existing code(s)</u>		
Code allocated	Brand name facing the End-user associated with the RID code Contact details for use by the End-user associated with the brand name of the RID Code (direct telephone number, postal address, e-mail etc)	Provide a justification for requesting a further RID code

Part 4. Declaration**To be completed by ALL applicants**

I declare that all information in this Application Form and any accompanying material provided is to the best of my knowledge and belief, true, accurate and up-to-date. I further declare that no material information has been withheld with the intention of causing Ofcom to be misled.

☐

I hereby confirm on behalf of the applicant that in the event the applicant is allocated the numbers requested in this Application Form, all those allocations will be adopted within six months from the date of allocation and used in compliance with the applicable legal and regulatory framework, including that if the allocated numbers have not been adopted within six months from the date of the allocation, they may be withdrawn.

☐

NOTE: Ofcom reserves the right to decline incomplete applications and/or an application if any material statement is found to be false and to have been made by the applicant, any party acting on its behalf, or any member or officer thereof knowing it to be false.

Please ensure that a copy of the Application Form and any accompanying material submitted is kept for your records.

Name.....

Signature

Date.....

Annex 4

Consultation questions

- A4.1 We have included two specific consultation questions in this document and we would like you to consider these when responding. We have set these questions below for ease of reference. We also welcome general comments on our consultation proposals.

Question 1: Do you have any comments on the proposed material modifications to the information requested in the number application form?

In considering this question, please refer to the explanation of the proposals set out in Section 3 and the proposed modifications to the number application form as highlighted in blue in the schedule to the draft Direction in Annex 3.

Question 2: Do you have any comments on our view as to how the proposed modifications meet the relevant legal tests?

Annex 5

Responding to this consultation

How to respond

- A5.1 Ofcom invites written views and comments on the issues raised in this document, to be made **by 5pm on 31 January 2014**.
- A5.2 Ofcom strongly prefers to receive responses using the online web form at <https://stakeholders.ofcom.org.uk/consultations/amendments-numbering-applications/howtorespond/form>, as this helps us to process the responses quickly and efficiently. We would also be grateful if you could assist us by completing a response cover sheet (see Annex 7), to indicate whether or not there are confidentiality issues. This response coversheet is incorporated into the online web form questionnaire.
- A5.3 For larger consultation responses - particularly those with supporting charts, tables or other data - please email matina.papadopoulos@ofcom.org.uk attaching your response in Microsoft Word format, together with a consultation response coversheet.
- A5.4 Responses may alternatively be posted or faxed to the address below, marked with the title of the consultation.
- Stamatia Papadopoulos
4th Floor
Ofcom
Riverside House
2A Southwark Bridge Road
London SE1 9HA
- Fax: 020 7783 4109
- A5.5 Note that we do not need a hard copy in addition to an electronic version. Ofcom will acknowledge receipt of responses if they are submitted using the online web form but not otherwise.
- A5.6 It would be helpful if your response could include direct answers to the questions asked in this document, which are listed together at Annex 4. It would also help if you can explain why you hold your views and how Ofcom's proposals would impact on you.

Further information

- A5.7 If you want to discuss the issues and questions raised in this consultation, or need advice on the appropriate form of response, please contact Stamatia Papadopoulos on 020 7783 4144.

Confidentiality

- A5.8 We believe it is important for everyone interested in an issue to see the views expressed by consultation respondents. We will therefore usually publish all

responses on our website, www.ofcom.org.uk, ideally on receipt. If you think your response should be kept confidential, can you please specify what part or whether all of your response should be kept confidential, and specify why. Please also place such parts in a separate annex.

- A5.9 If someone asks us to keep part or all of a response confidential, we will treat this request seriously and will try to respect this. But sometimes we will need to publish all responses, including those that are marked as confidential, in order to meet legal obligations.
- A5.10 Please also note that copyright and all other intellectual property in responses will be assumed to be licensed to Ofcom to use. Ofcom's approach on intellectual property rights is explained further on its website at <http://www.ofcom.org.uk/about/accoun/disclaimer/>

Next steps

- A5.11 Following the end of the consultation period, Ofcom intends to publish a statement by mid-2014.
- A5.12 Please note that you can register to receive free mail updates alerting you to the publications of relevant Ofcom documents. For more details please see: http://www.ofcom.org.uk/static/subscribe/select_list.htm

Ofcom's consultation processes

- A5.13 Ofcom seeks to ensure that responding to a consultation is easy as possible. For more information please see our consultation principles in Annex 6.
- A5.14 If you have any comments or suggestions on how Ofcom conducts its consultations, please call our consultation helpdesk on 020 7981 3003 or e-mail us at consult@ofcom.org.uk . We would particularly welcome thoughts on how Ofcom could more effectively seek the views of those groups or individuals, such as small businesses or particular types of residential consumers, who are less likely to give their opinions through a formal consultation.
- A5.15 If you would like to discuss these issues or Ofcom's consultation processes more generally you can alternatively contact Graham Howell, Secretary to the Corporation, who is Ofcom's consultation champion:

Graham Howell
Ofcom
Riverside House
2a Southwark Bridge Road
London SE1 9HA

Tel: 020 7981 3601

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Annex 6

Ofcom's consultation principles

- A6.1 Ofcom has published the following seven principles that it will follow for each public written consultation:

Before the consultation

- A6.2 Where possible, we will hold informal talks with people and organisations before announcing a big consultation to find out whether we are thinking in the right direction. If we do not have enough time to do this, we will hold an open meeting to explain our proposals shortly after announcing the consultation.

During the consultation

- A6.3 We will be clear about who we are consulting, why, on what questions and for how long.
- A6.4 We will make the consultation document as short and simple as possible with a summary of no more than two pages. We will try to make it as easy as possible to give us a written response. If the consultation is complicated, we may provide a shortened Plain English Guide for smaller organisations or individuals who would otherwise not be able to spare the time to share their views.
- A6.5 We will consult for up to 10 weeks depending on the potential impact of our proposals.
- A6.6 A person within Ofcom will be in charge of making sure we follow our own guidelines and reach out to the largest number of people and organisations interested in the outcome of our decisions. Ofcom's 'Consultation Champion' will also be the main person to contact with views on the way we run our consultations.
- A6.7 If we are not able to follow one of these principles, we will explain why.

After the consultation

- A6.8 We think it is important for everyone interested in an issue to see the views of others during a consultation. We would usually publish all the responses we have received on our website. In our statement, we will give reasons for our decisions and will give an account of how the views of those concerned helped shape those decisions.

Annex 7

Consultation response cover sheet

- A7.1 In the interests of transparency and good regulatory practice, we will publish all consultation responses in full on our website, www.ofcom.org.uk.
- A7.2 We have produced a coversheet for responses (see below) and would be very grateful if you could send one with your response (this is incorporated into the online web form if you respond in this way). This will speed up our processing of responses, and help to maintain confidentiality where appropriate.
- A7.3 The quality of consultation can be enhanced by publishing responses before the consultation period closes. In particular, this can help those individuals and organisations with limited resources or familiarity with the issues to respond in a more informed way. Therefore Ofcom would encourage respondents to complete their coversheet in a way that allows Ofcom to publish their responses upon receipt, rather than waiting until the consultation period has ended.
- A7.4 We strongly prefer to receive responses via the online web form which incorporates the coversheet. If you are responding via email, post or fax you can download an electronic copy of this coversheet in Word or RTF format from the 'Consultations' section of our website at www.ofcom.org.uk/consult/.
- A7.5 Please put any parts of your response you consider should be kept confidential in a separate annex to your response and include your reasons why this part of your response should not be published. This can include information such as your personal background and experience. If you want your name, address, other contact details, or job title to remain confidential, please provide them in your cover sheet only, so that we don't have to edit your response.

Cover sheet for response to an Ofcom consultation

BASIC DETAILS

Consultation title: Telephone number application form

To (Ofcom contact): Stamatia Papadopoulou

Name of respondent:

Representing (self or organisation/s):

Address (if not received by email):

CONFIDENTIALITY

Please tick below what part of your response you consider is confidential, giving your reasons why

Nothing

☐

Name/contact details/job title

☐

Whole response

☐

Organisation

☐

Part of the response

☐

If there is no separate annex, which parts?

If you want part of your response, your name or your organisation not to be published, can Ofcom still publish a reference to the contents of your response (including, for any confidential parts, a general summary that does not disclose the specific information or enable you to be identified)?

DECLARATION

I confirm that the correspondence supplied with this cover sheet is a formal consultation response that Ofcom can publish. However, in supplying this response, I understand that Ofcom may need to publish all responses, including those which are marked as confidential, in order to meet legal obligations. If I have sent my response by email, Ofcom can disregard any standard e-mail text about not disclosing email contents and attachments.

Ofcom seeks to publish responses on receipt. If your response is non-confidential (in whole or in part), and you would prefer us to publish your response only once the consultation has ended, please tick here.

☐

Name

Signed (if hard copy)