

Business radio light licence application form – OfW432

For a quicker service you can make changes directly online at <https://ofcom.force.com/licensingcomlogin>. Registering is easy and we have published guidance to help you.

Who should use this form?

You may use this form to apply for one of the following licences:

- Business Radio (Simple UK) Licence
- Business Radio (Simple Site) Licence
- Business Radio (Suppliers Light) Licence

Conditions

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

Registering

Please note that Business Radio Licence applicants are encouraged to register and apply for and print their radio licences via the Ofcom website:

www.ofcom.org.uk.

Communication preference

Where possible, we send correspondence to licensees electronically. This is quicker for you and cheaper for us. By applying on-line and providing your email address, we assume that you wish to receive correspondence and notifications relating to Wireless Telegraphy Act licences electronically and not on paper.

If you do not wish to receive documents electronically, you must opt out by ticking the 'Letter' box in contact sections.

Completing this form

When completing this application please refer to all the application guidance and complete in dark ink in BLOCK CAPITALS. All fields are mandatory unless stated otherwise.

Important

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

The Wireless Telegraphy (Licence Charges) regulations set out the fees for licences to use equipment issued under the Wireless Telegraphy Act. Additionally, information can be found on the Ofcom website detailing how to calculate your licence fee: https://www.ofcom.org.uk/__data/assets/pdf_file/0022/36823/nonexcelguide.pdf

Payment

Payments must include all bank charges. If Ofcom does not receive full payment, it will return any partial payments received.

How we use your data

We require this information in order to carry out our spectrum licensing duties under the Wireless Telegraphy Act 2006.

Please see Ofcom's General Privacy Statement www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement for further information about how Ofcom handles your personal information and your corresponding rights.

For help contact:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

Email: spectrum.licensing@ofcom.org.uk

Website: www.ofcom.org.uk/manage-your-licence

Telephone: 020 7981 3131

If these notes do not answer your query, please contact ofcom spectrum licensing using the details on Page 9.

What type of licence do I need?

Simple Site Light

This licence authorises the use of a radio system operating a base station and mobile stations within a small geographical area (typically 1 kilometre or less). Ofcom does not assign specific frequencies to licensees. Instead, licensees have access to a range of frequencies and must share and self-coordinate with other Simple Site Light licensees (for example by selecting unused channels).

Simple UK Light

This licence authorises the use of hand-portable or mobile radio equipment anywhere within the UK. Base station use is not permitted. Licensees have access to a range of frequencies spread across four Business Radio frequency bands and must share and self-coordinate with other Simple UK Light licensees.

Suppliers Light

This licence is a specialist licence for Radio Suppliers and permits them to:

- service and repair business radio and marine equipment
- hire out business radio (including trunked business radio) and/or radio paging equipment to customers for up to one year
- allocate business radio (including trunked business radio) equipment to customers awaiting Business Radio licences, for up to three months ('parking')
- demonstrate business radio (including trunked business radio) equipment to customers for up to eight days

Licensees have access to a wide range of frequencies and must share and self-coordinate with other Suppliers Light licensees.

General information

Under the terms of the Wireless Telegraphy Act 2006, it is an offence to install or use radio apparatus, unless:

- you do so under and in accordance with a licence issued by Ofcom (the Office of Communications); or
- the apparatus is specifically exempt from licensing.

Responsibility for obtaining and paying for a licence rests with the user of the system, not with the supplier of the equipment. You may need the help of your equipment supplier to complete the technical part of the form. Submitting a licence application form does not permit you to use or even install any equipment – you must wait until we have issued the licence and you have received it.

Ofcom may refuse to grant or may revoke a licence to a person where evidence provided to Ofcom by the police indicates that the applicant is involved (or has been involved) in organised crime or other criminal activity.

Radio interference

Since the operation of a new system may cause interference to existing users, your supplier may consider it necessary to carry out compatibility tests before you apply for your licence. Once installed and operating, your system must not cause undue interference to any other wireless telegraphy equipment. If it does, you may need to stop operating until the cause of the interference has been rectified. Ofcom cannot offer any protection against interference radiated by other authorised services, or by industrial, scientific and medical equipment; however, if you do experience interference, please contact Spectrum Licensing.

CTCSS and DCS Systems

For a list of Continuous Tone-Coded Squelch System (CTCSS) tones and/or Digital Coded-Squelch (DCS) codes for analogue radios or digital access code for digital radios that can be used for this type of licence please refer to the Ofcom Business Radio Technical Frequency Assignment Criteria (OfW164) located on the Ofcom website.

The remainder of these guidance notes provide section by section guidance on the information requested within this application form:

Section B – Customer details

Question B1 – Existing customers

If you already hold an Ofcom radio licence, you should write your customer reference number in the box provided. Your customer reference number will be quoted in licence documentation or correspondence that we have previously sent to you.

Question B2 – New customers

A Wireless Telegraphy Act licence can only be issued to a legal entity. You should tick one of the options provided. For a partnership, please give the full name of one partner and supply a list of all other partners. The main partner is also required to sign the declaration in Section F.

Question B3 – Licensee name and address

If you are applying on behalf of a Limited Company, a Public Limited Company or a Registered Charity, the registered address of the organisation must be used. The licensee will receive all licensing documentation and correspondence.

Question B4 – Licence contact name and address

This can be an additional contact who should also receive licensing documentation and correspondence.

Question B5 – Payment and billing contact

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

Question B6 – Third-party contact

If the licence is being handled by a third-party contact such as a radio supplier, then this can be provided.

Question B7 – Contact for licence trades

Spectrum trading is a process that allows holders to transfer or lease the licence rights to another. It is only permitted for those licences, such as this, where Ofcom has made regulations under section 30 of the Wireless Telegraphy Act. For all spectrum trading enquiries please email spectrum.tradingdesk@ofcom.org.uk

Section C – Station details

You only need to complete this section if you are applying for a Simple Site licence.

Question C1 – Site address

The site address is the full postal address for the base station location.

Question C2 – Site location

The site location refers to the location of your radio base station antenna. The location can either be recorded using longitude and latitude coordinates or a National Grid Reference (NGR). These can be checked on a map. Alternatively, you may be able to obtain your location coordinates or NGR by entering your station location postcode in certain mapping websites.

Question C3 – Site contact name and address

The site contact is the person we would contact if we need access to the base station antenna, e.g. in relation to interference investigations.

Section D – Equipment compliance

Question D1 – Equipment compliance

You should confirm that the radio equipment meets the licensing conditions specified in UK Radio Interface Requirements 2044. This is available on the Ofcom website at: https://www.ofcom.org.uk/__data/assets/pdf_file/0021/84630/ir2044.pdf.

A. Application purpose

Please tick the relevant box:

- | | | |
|---|--------------------------|-------------------------------------|
| Business Radio (Simple UK) Licence | <input type="checkbox"/> | Now complete Sections B, D, and E |
| Business Radio (Simple Site) Licence | <input type="checkbox"/> | Now complete Sections B, C, D and E |
| Business Radio (Suppliers) Light Licence | <input type="checkbox"/> | Now complete Sections B, D, and E |

B. Applicant details

B1. Customer reference number

If you are an existing licensee, please provide your customer reference number and go to question B.4. If not, please complete all sections.

B2. Who is the licence to be issued to?

A licence can only be issued to a legal entity. Ofcom recognises the following types of entity.

Please tick the relevant box:

- | | | |
|--|---|--|
| <input type="checkbox"/> Crown Body | <input type="checkbox"/> NHS Scotland | <input type="checkbox"/> Individual or Sole Trader |
| <input type="checkbox"/> Government | <input type="checkbox"/> Non-UK Company/PLC | <input type="checkbox"/> Unincorporated Association |
| <input type="checkbox"/> Incorporated Association | <input type="checkbox"/> Non-UK Government/ Administration | <input type="checkbox"/> University/Educational |
| <input type="checkbox"/> Limited Company/PLC | <input type="checkbox"/> Partnership | <input type="checkbox"/> Community Interest Company |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Public Body | <input type="checkbox"/> Royal Charter |
| <input type="checkbox"/> NHS England and Wales | <input type="checkbox"/> Registered Charity | |
| <input type="checkbox"/> NHS Northern Ireland | <input type="checkbox"/> Religious Body | |

Individual or Sole Trader

Full name

Partnership

Full name

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

Limited or Public Limited Company/Incorporated Association

Name

Company registration number

Registered Charity

Name

Charity registration number

If your organisation is a registered charity, does it have as its objective, the safety of human life in an emergency?

Yes

No

Other legal entity

Name

Registration number (where applicable)

B3. Licensee address

- Limited companies should use the registered address from <http://www.companieshouse.gov.uk>
- Registered charities should use the address from <http://www.gov.uk/government/organisations/charity-commission>

For all other Licensees, please use your main business address

Name	<input type="text"/>		
Trading name	<input type="text"/>		
Address	<input type="text"/>	Tel. no.	<input type="text"/>
	<input type="text"/>	Mobile	<input type="text" value="optional"/>
	<input type="text"/>	Fax no.	<input type="text" value="optional"/>
Postcode	<input type="text"/>	Email	<input type="text" value="optional"/>
Country	<input type="text"/>		

Please indicate your communication preference Email Letter

B4. Licence contact name and address (where different from above)

Licensing documentation and correspondence will be sent to this address.

NB: This is the person who is responsible for the licence and will receive all important documents including:

- Validation notice (licence amendment reminder)
- Notice of Proposed Revocation (where applicable)
- Revocation notice (where applicable)
- Surrender letters
- Trade documents (if no details added in question B7)

Name	<input type="text"/>		
Address	<input type="text"/>	Tel. no.	<input type="text"/>
	<input type="text"/>	Mobile	<input type="text" value="optional"/>
	<input type="text"/>	Fax no.	<input type="text" value="optional"/>
Postcode	<input type="text"/>	Email	<input type="text" value="optional"/>
Country	<input type="text"/>		

Please indicate your communication preference Email Letter

B5. Contact name and address for payments, billing, or account queries (where different from previous page)

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

- Do not include payment with this form, as you will be invoiced later

Name	<input type="text"/>				
Address	<input type="text"/>				
	<input type="text"/>	Tel. no.	<input type="text"/>		
	<input type="text"/>	Mobile	<input type="text" value="optional"/>		
Postcode	<input type="text"/>	Fax no.	<input type="text" value="optional"/>		
Country	<input type="text"/>	Email	<input type="text" value="optional"/>		
Please indicate your communication preference		<input type="checkbox"/>	Email	<input type="checkbox"/>	Letter

B6. If you are applying via a third party (e.g. radio supplier, consultant etc.) please complete the following:

Name	<input type="text"/>				
Address	<input type="text"/>				
	<input type="text"/>	Tel. no.	<input type="text"/>		
	<input type="text"/>	Mobile	<input type="text" value="optional"/>		
Postcode	<input type="text"/>	Fax no.	<input type="text" value="optional"/>		
Country	<input type="text"/>	Email	<input type="text" value="optional"/>		
Please indicate your communication preference		<input type="checkbox"/>	Email	<input type="checkbox"/>	Letter

B7. Contact name and address for licence trades

Name	<input type="text"/>				
Address	<input type="text"/>				
	<input type="text"/>	Tel. no.	<input type="text"/>		
	<input type="text"/>	Mobile	<input type="text" value="optional"/>		
Postcode	<input type="text"/>	Fax no.	<input type="text" value="optional"/>		
Country	<input type="text"/>	Email	<input type="text" value="optional"/>		
Please indicate your communication preference		<input type="checkbox"/>	Email	<input type="checkbox"/>	Letter

C. Base station details

C1. Please provide the address of the base station:

Address

Postcode

Country

C2. Site location:

(choose one of the following possibilities to input the data)

GB National Grid Reference

2 letters

5-figure Easting

5-figure Northing

OR

Latitude

 °N

Longitude

 °E/W

degrees

minutes

seconds

C3. Site contact name and address for licence trades

Name

Address

Postcode

Country

Tel. no.

Mobile

Fax no.

Email

Section D – Equipment compliance

D1. Tick to confirm that all equipment complies with UK Interface Requirement IR 2044:

E. Declaration

By signing this form, I confirm that I have read and understood all the notes. Any information provided is correct and complete to the best of my knowledge.

I understand and accept that:

- I am responsible for compliance with the licence and control and supervision of the equipment which is the subject of the Wireless Telegraphy Act Licence;
- I have the due authority to make this declaration and sign this application;
- It is an offence to knowingly make a false statement in support of this application and may lead to the licence being refused or revoked under the Wireless Telegraphy Act;
- Ofcom may share my information to publish a register of licences under the Wireless Telegraphy Act;
- Ofcom may transfer my information to other countries in accordance with commitments entered into by Her Majesty's Government;
- Ofcom will not give anyone my information except where a) has permission, b) permitted to do so by law; or c) to other companies or organisations who provide a service.

Full Name

Position in organisation

Signature of applicant

Date of application **For self and partners**
(tick if applicable)

- Partnerships must be applied for by one partner signing 'for self and partners'. A director or authorised person must sign for public limited companies, limited companies and other legal entities.
- If the number of partners exceeds the space, then for each additional partner please provide the name and signature.

	Print name(s)	Signature(s)
I	<input type="text"/>	<input type="text"/>
II	<input type="text"/>	<input type="text"/>
III	<input type="text"/>	<input type="text"/>
IV	<input type="text"/>	<input type="text"/>

Where to send this form

Please do not include payment with this form, as you will be invoiced at a later date.

Ensure that you enclose all relevant certification and any attached pages as applicable and send to:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

Email: spectrum.licensing@ofcom.org.uk
Website: www.ofcom.org.uk/manage-your-licence
Telephone: 020 7981 3131

Allow 14 days from posting your application for receipt of your licence.

If you need assistance, then please email spectrum.licensing@ofcom.org.uk.

There is also information available on our website at www.ofcom.org.uk.