

Ofcom application form OfW432

# Application Form for a Business Radio Light Licence

1. Please note that applicants are encouraged to register and apply for their licences via the Ofcom website at [www.ofcom.org.uk](http://www.ofcom.org.uk).
2. Before filling out this form, please read these notes. If you are unsure how to complete any part of this form, please refer to the Guidance Notes at the end of the form.
3. All fields are mandatory unless stated otherwise.
4. Please use **BLOCK CAPITALS** and **black ink** throughout this form.
5. Incomplete or illegible applications may result in delays and/or the application form being returned.
6. When making a new application you are advised not to commit to the purchase of the equipment until we have notified you of your assignment(s).
7. The Wireless Telegraphy (Licence Charges) Regulations set out the fees for licences to use radio equipment issued under the Wireless Telegraphy Act.

Information on how to calculate your licence fee can be found on the Ofcom website.

#### 8. Data protection

Ofcom may use or share your information to help us:

- a) issue, amend, validate and/or surrender a Wireless Telegraphy Act licence;
- b) maintain and publish a register of licences under the Wireless Telegraphy Act.

Ofcom will not give anyone your information except:

- a) where we have your permission; or
- b) where we are required or permitted to do so by law; or
- c) to other companies or organisations who provide a service to us or you.

We may transfer your information to other countries. If we do this we will ensure that anyone to whom we pass it provides an adequate level of protection.

## A Purpose

Is your request for:

**A new Business Radio Simple UK Light Licence?**

Tick and complete Sections B, D and E

**A new Business Radio Simple Site Light Licence?**

Tick and complete Sections B – E

**A new Business Radio Suppliers Light Licence?**

Tick and complete Sections B, D and E

## B Customer details

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

**B.2 Who is the licence to be issued to?**

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

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

**Individual or sole trader**

Full name

**Partnership**

Full name

NB: For a partnership, please give the full name of one partner (who must also sign the declaration on page 7) and supply a list of the full names of all other partners in the declaration.

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

Name

Company registration no.

**Registered charity**

Name

Charity registration no.

**Other legal entity**

Name

Registration no. (where applicable)

**B.3** If your organisation is a registered charity, does it have as its object the safety of human life in an emergency?

Yes

No

**B.4 Licensee name and address** (use registered address unless you specifically want an alternative)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:  E-mail  Letter

**B.5** Company or partnership trading name

**B.6 Licensee contact name and address**  
(where different from above)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:  E-mail  Letter

**B.7 Contact name and address for payments or account queries** (where different)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:  E-mail  Letter

**B.8 If you are applying via a third party** (e.g. radio supplier, consultant etc) **please complete the following:**

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

Name

Address

Postcode

Tel

Fax

E-mail

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

Please indicate your communication preference:  E-mail  Letter

**B.9 Contact name and address for licence trades**  
(where different)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:  E-mail  Letter

## C Base station details

**Required for BR Simple Site Light licence only**

**C.1 Site location** (choose one of the following possibilities to input the data)

**GB National Grid Reference**

(2 Letters; 3-figure Easting; 3-figure Northing)

OR

**Latitude**

°N

**Longitude**

°E/W

(circle E or W as appropriate)

**C.2 Site address**

Address

Postcode

**C.3 Site contact name and address**

Name

Address

Postcode

Tel

Fax

E-mail

## D Payment details

For information on how to calculate your fees, please view the following webpage:

[www.ofcom.org.uk/licensing/applications08/changes/Fees/](http://www.ofcom.org.uk/licensing/applications08/changes/Fees/)

If you do not know what your licence fee will be, please tick here  and we will send you a request for payment

If you know what your licence fee will be, please use one of the following methods of payment:

**Credit or debit card**  
Please fill in the details in the boxes below

**Cheque**  
Please make cheques payable to 'Ofcom'

**Direct debit \***  
Please fill in the direct debit mandate on the next page

\* **Please note:** the direct debit option is only open to customers who are already Ofcom licensees and have an existing direct debit arrangement with Ofcom

**Cardholder name** (Please print)

**Cardholder signature**

**Card type**

Visa  Master Card  Switch/UK  Maestro  Visa Debit/Delta

**Please note:** we cannot accept Amex or Electron cards

**Card number**

Card verification  
(Last 3 digits on back of card)

Issue number  
(Where appropriate)

Billing  
address

Postcode

Country

Tel

E-mail

Start date  /

End date  /

Amount

£

### Direct debit mandate

1) Name and full postal address of your Bank or Building Society

To the manager

Bank/Building Society

Address

  

Postcode

2) Names(s) of account holder(s)

3) Bank/Building Society number

*Banks may not accept direct debit instructions for some types of account*

4) Branch sort code

5) Originator reference no.

9	1	7	5	5	0
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FOR OFFICE OF COMMUNICATIONS OFFICIAL USE ONLY  
**ADDITIONAL INFORMATION TO BE PROVIDED  
BY THE APPLICANT**

This is not part of the instruction to your Bank or Building Society.

**Ofcom Customer Account Reference**  
(Please quote from renewal notice):

**Mandate start date** (Please advise):

6) Instruction to your Bank or Building Society

Please pay Ofcom Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Ofcom and, if so, details will be passed electronically to my Bank or Building Society

Signature(s)

Date

This Guarantee should be detached and retained by the payer

### The Direct Debit Guarantee

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

If the amount to be paid or the payment date changes then Ofcom will notify you 10 working days in advance

of your account being debited or as otherwise agreed.

If an error is made by Ofcom or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a direct debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

## E Declaration

I understand and accept that:

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

Signature of applicant

For self and partners (tick if applicable)

Date of application

Full name

Position in organisation

Partnerships must be applied for by one partner signing 'for self and partners'. A director or authorised person must sign for public limited companies, limited companies and other legal entities.

Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>

If the number of partners exceeds the space provided above, additional partners' details should be provided on a separate sheet of paper in the format given above and attached to this form.

## F Where to send this form

Please send your completed application form to the Ofcom Licensing Centre:

Ofcom Licensing Centre  
PO Box 56373  
London SE1 9SZ

Tel 020 7981 3131/0300 123 3000  
Fax 020 7981 3333

PLEASE ALSO READ THE KEY GUIDANCE NOTES ON THE FRONT PAGE OF THIS APPLICATION FORM. IF THESE NOTES DO NOT ANSWER YOUR QUERY, PLEASE CONTACT THE OFCOM LICENSING CENTRE USING THE DETAILS AT THE BOTTOM OF PAGE 7

## 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). Frequencies available under this licence class are typically used for radio paging systems. 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). The licence fee is £75 for five years.

### *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 fifteen frequencies spread across four Business Radio frequency bands and must share and self-coordinate with other Simple UK Light licensees. The licence fee is £75 for five years.

### *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. The licence fee is £75 for five years.

## 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.

## 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 the Ofcom Licensing Centre on 0300 123 1000.

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

### Section B – Customer details

#### *Q1 – Existing customers*

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

#### *Q4 – Licensee name and address*

If you are applying on behalf of a Limited Company, a Public Limited Company or a Registered Charity, the registered address of the organisation must be used.

### Section C – Station details

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

#### *Q1 – 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.

#### *Q2 – Site address*

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

#### *Q3 – Site contact name and address*

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