

Ofcom application form OfW434

Application Form for a Business Radio Technically Assigned Licence

1. Please note that applicants are encouraged to register and apply for their licences via the Ofcom website at 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 Customer details

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

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

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

<input type="checkbox"/> individual or sole trader	<input type="checkbox"/> public body	<input type="checkbox"/> 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 11) and supply a list of the full names of all other partners in the declaration.

Limited or public limited company/Incorporated association

Name

Company registration no.

Registered charity

Name

Charity registration no.

Other legal entity

Name

Registration no. (where applicable)

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

Yes

No

A.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

A.5 Company or partnership trading name

A.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

A.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

A.8 Technical contact name and address (where different)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference: E-mail Letter

A.9 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

A.10 Contact name and address for licence trades (where different)

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference: E-mail Letter

A.11 If you wish to apply for a licence period of less than one year, please indicate the duration required

Months

A.12 If you are an existing customer and wish to harmonise the renewal date of your new licence with the renewal date of an existing licence, please enter the preferred renewal date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Do you require a:

Base station

Please tick and complete section B

Operational area

Please tick and complete section C

Do you also require a remote control point?*

Yes

No

*This should only be ticked for Remote Control Points (RCPs) using Reverse Frequency Working as the control method. RCPs using other control methods, e.g. landline, do not need to be captured.

B Base station details

If you do not require a base station, please proceed to section C

B.1 Base station 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)

B.2 Site address

Address

Postcode

B.3 Site contact name and address

Name

Address

Postcode

Tel

Fax

E-mail

B.4 Customer Requested Service Area

Circle radius:

 km

B.5 Additional services:

a) Talkthrough

b) Trunking (note this will require exclusive assignment type)

B.6 Assignment type

Shared Exclusive

The assignment type that you choose will apply to all channels associated with this station

B.7 Callsign/System ID

B.8 Mobile ERP

W

B.9 Antenna location

Outdoor Indoor Underground

B.10 Antenna height

(in metres above ground level)

B.11 Antenna ERP

W

B.12 Antenna type

Omni-directional Radiating Cable

Down-fire Directional (If directional is chosen, please also complete question 13)

Angle of tilt (where applicable) ° down/up (delete where appropriate)

Gain dB (relative to a half-wave dipole)

B.13 Directional antenna type

(only applicable if the directional antenna option is chosen above)

Directional antenna type:

Offset Omni Elliptical Cardioid Figure-of-Eight

Azimuth degrees East of True North

Beam width degrees

Front-to-back ratio dB

OPTIONAL**B.14 Advanced antenna options**

Berlin Antenna Codes Horizontal

Vertical

Gain dB (relative to a half-wave dipole)

Azimuth degrees East of True North

Angle of tilt (where applicable) ° down/up (delete where appropriate)

C Operational area details

This section should only be completed if a base station is not being used

C.1 Centre of operational area (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 Radius of operational area

km (maximum of 30 kms permitted)

C.3 Site address

Address

Postcode

C.4 Site contact name and address

Name

Address

Postcode

Tel

Fax

E-mail

C.5 Assignment type

Shared

Exclusive

The assignment type that you choose will apply to all channels associated with this operational area

C.6 Callsign/System ID

C.7 Mobile ERP

W

D Spectrum details

D.1 Please indicate your preferred choice of frequency band

(As it may not be possible to assign your preferred band, you should also indicate a second choice.)

- Paging**
26.225 to 49.49375 MHz
- VHF-Low**
68.08125 to 87.49375 MHz
- VHF-High**
165.04375 to 173.09375 MHz
- UHF-1 ***
425.00625 to 449.49375 MHz

- Band 1**
55.75 to 68.0 MHz
- VHF-Mid**
137.9625 to 165.04375 MHz
- Band III ***
177.20625 to 207.49375 MHz
- UHF-2**
453.00625 to 466.08750 MHz

* Please note that assignments in UHF1 are subject to co-ordination with other users of the band. Also, duplex channels are only available in certain major conurbations

* Please note for Band III there will be changes as a result of the RRC-06 Treaty that may affect the longer term availability of some channels. The latest information on Band III is available in the Business Radio section of the Ofcom website

D.2 How many channels do you require?

- No. of dual frequency channels
- No. of single frequency channels

D.3 Please specify the channel bandwidth you require

- 12.5 kHz
- 25 kHz
- Other

D.4 How many signalling codes per channel do you require?

- CTCSS
- DCS
- DMR access code

OPTIONAL

D.5 Do you have a minimum channel separation requirement? kHz
(generally only applicable for trunked use – optional)

D.6 Do you have a preferred Base and/or Mobile transmit frequency?

	Base transmit frequency (MHz)	Mobile transmit frequency (MHz)	Channel Bandwidth (kHz) optional	Preferred CTCSS optional	Preferred DCS optional	DMR access code optional
Channel 1	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>				
Channel 2	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>				
Channel 3	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>				
Channel 4	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>				
Channel 5	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>				

D.7 If you will be using IR2008 technology, please complete the following:

Timeslot type: 250 milliseconds 500 milliseconds

No. of base transmit timeslots No. of mobile transmit timeslots

OPTIONAL – Please circle preferred timeslots:

Base Mobile

E Remote Control Points (RCP)

This section should only be completed for RCPs using Reverse Frequency Working as the control method. RCPs using other control methods, e.g. landline, do not need to be captured

E.1 RCP 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)

E.2 RCP address

Address

Postcode

E.3 RCP contact name and address

Name

Address

Postcode

Tel

Fax

E-mail

E.4 RCP antenna height

W (in metres above ground level)

E.5 RCP antenna ERP

W

E.6 RCP antenna type

(RCP antennas must be directional antennas facing towards the main base station antenna)

Directional antenna type:

Offset Omni Elliptical Cardioid Figure-of-Eight

Azimuth

degrees East of True North

Angle of tilt (where applicable)

° down/up (delete where appropriate)

Gain

dB (relative to a half wave dipole)

F Payment details

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

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Banks may not accept direct debit instructions for some types of account

4) Branch sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

G 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.

H 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

Guidance notes

PLEASE ALSO READ THE KEY GUIDANCE NOTES ON PAGE 2 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 11

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.

Applying for multiple base stations or operational areas

If you wish to apply for multiple base stations or operational areas under the same licence, you can print off and complete multiple copies of the relevant section. If you do this, please help us by writing the number of the base station/operational area at the top of each page, e.g. 'Base Station 1', 'Operational Area 1' etc.

If each base station or operational area will use different channel details, you will also need to complete a copy of Section E for each base station/operational area. If this is the case, please help us by writing the number of the relevant base station/operational area at the top of each copy of Section E.

Applying for multiple antennas on the same base station

If you wish to apply for multiple antennas on a base station, you can print off and complete multiple copies of Section B. For example, if you wish to apply for two antennas on the same base station, you should print off two copies of Section B. On the first one, you should provide the full details of the base station including the details of the first antenna. On the second one, you should provide the details of the second antenna by completing questions 9-14 only. If you do this, please help us by writing the number of the base station at the top of each copy of Section B, e.g. 'Base Station 1'.

Applying for multiple remote control points on the same base station

If you wish to apply for multiple remote control points on a base station, you can print off and complete multiple copies of Section D. For example, if you wish to apply for two remote control points on the same base station, you should print off and complete two copies of Section D. If you do this, please help us by writing the number of the base station at the top of each copy of Section D, e.g. 'Base Station 1'.

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

Section A – 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

Section B – Base station details

This section should only be completed if you intend to use a base station. If you only wish to use mobile radios, please skip section B and complete section C instead.

Q1 – Base station location

The base station 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.

Q4 – Customer Requested Service Area

The requested service area refers to the geographical area you wish to cover with your radio system expressed as a radius distance (in kilometres) from the base station. For base stations, the size of the requested service area is limited to 100km.

Q5 – Additional services

There are two available additional services: Talkthrough and Trunking.

- Talkthrough facilitates automatic communication between mobiles through a base station. If a base station is set to talkthrough mode, signals received at the base station from mobile stations are immediately re-transmitted to all the other mobile units monitoring the base station's output. If you wish to use this facility, please tick the talkthrough box.
- Trunking is a spectrally efficient method of utilising a number of individual channels in a cohesive system of radio traffic management. In conventional radio systems, each mobile only has access to one radio channel. However, with trunking, the mobiles operating on the system have access to a pool of channels. When a mobile becomes involved in communications, one of the unused channels is dynamically assigned for use. This assignment lasts for the duration of the call. After this time, the channel is returned to the pool for future use by another mobile. If your radio system will use trunking, i.e. if it is a trunked radio system, please tick the trunking box.

Q6 – Assignment type

The assignment type indicates whether or not a channel is shared with other users in the same geographical area. There are two assignment types: Shared and Exclusive.

- A Shared assignment type means that the channel will be shared with other users in the same geographical area. The vast majority of current business radio systems fall under the Shared assignment type.
- An Exclusive assignment type means that the channel will not be shared with other users in the same geographical area. Exclusive assignments attract higher fees. In addition, due to high demand for business radio frequencies, it may not always be possible to make exclusive frequency assignments in certain areas.

Q7 – Callsign

In voice systems, callsigns are announced at the beginning of transmissions to enable identification of the user. This is especially useful in areas where frequencies are shared with other users. The callsign must not be more than 12 alphanumeric characters in length and should not be a place name.

Q8 – Mobile ERP

Mobile ERP refers to the power output of the mobile radio. ERP is the abbreviation for Effective Radiated Power and is measured in watts. Most handheld radios will have a mobile ERP of between 0.1 and 5 watts. Mobile radios mounted in vehicles may have a mobile ERP of up to 25 watts.

Q10 – Antenna height

The antenna height selected will have an effect on the coverage area for the proposed system. The antenna height is the height of the top of the antenna above ground level measured in metres.

Q11 – Antenna ERP

Mobile ERP refers to the power output of your antenna. ERP is the abbreviation for Effective Radiated Power and is measured in watts. For indoor antennas, an ERP of 2 watts will usually be sufficient. For radio systems covering a large geographical area, an ERP of between 10 and 25 watts may be required.

Q12 – Antenna Type

The type of antenna that is used can have an effect on the coverage area of the proposed system. Your radio supplier should be able to advise you on the most suitable type of antenna for your radio system. The four general antenna types that we record are described below:

- **Omni-directional antenna.** Omni-directional antennas provide a uniform pattern of coverage in all directions and are the most common type of antenna used in business radio systems.
- **Directional antenna.** Directional antennas radiate greater power in one or more directions allowing for increased performance on transmit and receive and reduced interference from unwanted sources. There are four main types of directional antennas – cardioid, elliptical, figure of eight and offset-omni.
- **Downfire antenna.** Downfire antennas radiate energy downwards and are commonly placed on the roof of a building to provide in-building coverage. Use of a downfire antenna can result in a fee discount.
- **Radiating cable.** A radiating cable (also known as a leaky feeder) is a special type of coaxial cable which acts as an antenna and which can be used to provide radio coverage inside buildings and tunnels, etc. Use of a radiating cable can result in a fee discount

Angle of tilt refers to the angle of the tilt of the antenna (if applicable) above or below the horizontal plane.

Gain refers to the gain of your antenna in dBd, i.e. the difference between the gain of your antenna and the gain of a reference antenna (a half-wave dipole).

If you are unsure of the technical characteristics of your antenna, please contact your equipment supplier.

Q13 – Directional antennas

This question should only be completed if you have ticked 'Directional antenna' in question 12.

Antenna azimuth refers to the direction in which the antenna will be pointing and is measured in degrees east of true north.

Antenna beamwidth, also known as the half-power beamwidth, is the angle of an antenna pattern or beam over which the relative power is at or above 50% of the peak power.

Antenna front to back ratio is the difference in dB between the level of the maximum radiation in the forward direction and the level of radiation at 180 degrees. This ratio indicates an antenna's ability to reject signals coming from the rear (rear rejection).

If you are unsure about any of these details, please contact your equipment supplier.

Section C – Operational area details

This section should only be completed if you are not using a base station.

Q1 – Operational area location

The operational area location refers to the centre of the area within which you use your radios. 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 the postcode of your operational area location in certain mapping websites.

Q2 – Site address

The site address is the full postal address for the operational area 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 site within which you operate your radios, e.g. in relation to interference investigations.

Q4 – Radius of operational area

This is the distance from the centre of the area in which you use your mobiles to the edge of the area in which you use your mobiles. In many cases, the area in which you operate may not be circular. Therefore, you should ensure that the circle that would be created by using the radius distance you provide would cover the whole area in which you operate. The permitted size of the radius of the operational area is limited to a maximum of 30km.

Q5-7 – Please see the guidance notes for questions 6-8 under Section B (above).

Section D – Spectrum details

Q1 – Frequency band

You can choose a first and second choice frequency band. This is optional. However, radio frequency use is very congested in some areas and choosing more than one band will increase your chances of receiving a frequency assignment. Additionally, some radio equipment can be tuned over more than one frequency band. Your radio supplier should be able to advise you on the frequency bands that your radio equipment can use.

Please note for Band III there will be changes as a result of the RRC-06 Treaty that may affect the longer term availability of some channels. The latest information on Band III is available in the Business Radio section of the Ofcom website.

Please also note that assignments in UHF1 are subject to co-ordination with other users of the band. Also, duplex channels are only available in the following major conurbations: London, Warrington, Birmingham, Glasgow, Aberdeen, Bradford, Derby, Edinburgh, Halifax, Leeds, Leicester, Middlesbrough, Nottingham, Preston, Sheffield, Tyneside, Swansea, Cardiff, Newport, Bristol, Coventry.

Q3 – Channel bandwidth

Channel bandwidth refers to the width of the radio frequency measured in kilohertz (kHz). Most business radio equipment uses 12.5 kHz frequencies. However, TETRA systems and some paging systems use 25 kHz. Some newer equipment may use 6.25 kHz. If you intend to use a 2 x 12.5 kHz dual frequency channel, you should tick 12.5 kHz.

Q4 – Signalling codes

CTCSS is an abbreviation for 'Continuous Tone Controlled Squelch System'. DCS is an abbreviation for 'Digitally Coded Squelch'. These tones/codes are used to reduce the annoyance of listening to other users on a shared two-way radiocommunications channel. Where more than one user group is on the same channel, CTCSS/DCS filters out other users if they are using a different CTCSS tone/DCS code or no CTCSS/DCS. DMR (Digital Mobile Radio) access codes refer to the codes used by DMR systems to manage different user groups using the same radio channel in the same geographical area.

Q5 – Minimum channel separation

Some trunked radio systems require a minimum frequency separation between each channel that they employ. This minimum frequency separation is measured in kilohertz. For example, if your trunked radio system requires a minimum frequency separation of 8 x 12.5 kHz channels, you should enter 100 in the box provided.

Q6 – Preferred frequencies

Please note, it will not always be possible to provide you with your preferred frequencies or signalling codes.

Q7 – IR2008

Some business radio data systems use IR2008 technology. IR2008 is a channel access method for shared radio networks which allows several users to share the same frequency channel by dividing the signal into different time slots. The users transmit in rapid succession, one after the other, each using their own time slot. An IR2008 channel consists of two frequencies – a base station transmit frequency and a mobile station transmit frequency. There are 8 timeslots on each of the base and mobile transmit frequencies.

Section E – Remote Control Points (RCP)

This section need only be completed if you intend to use a remote control point in addition to your base station. This section should only be completed for RCPs using Reverse Frequency Working as the control method. RCPs using other control methods, e.g. landline, do not need to be captured. A Remote Control Point is an auxilliary base station used to control the main base station from a separate

location. **RCPs must use directional antennas pointing at the main base station.** In the case of a RCP using reverse frequency working, the main base station is set to talkthrough mode. The RCP transmits on the mobile transmit frequency and this signal is picked up by the main base station and automatically re-transmitted on the base station transmit frequency to other mobile radios.