

Ofcom application form OfW509

Application Form for a Coastal Station Radio Technically Assigned or Marina Licence

1. Before completing 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.
2. A CSR Technically Assigned licence authorises the use of a frequency or frequencies at one or more stated location(s). It specifies the technical characteristics of each station (antenna height, radiated power and so on) and the station must be operated within these parameters. The CSR Technically Assigned licence also permits the use of mobiles on the base station frequency within 4km of the base station, to facilitate quayside operation.
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 CSR licence fee can be found on the Ofcom website.

8. How we use your data

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

Please see Ofcom's General Privacy Statement for further information about how Ofcom handles your personal information and your corresponding right:

www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement

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:

☐ individual or sole trader	☐ public body	☐ religious body
☐ partnership	☐ local government	☐ NHS England and Wales
☐ limited company/plc	☐ registered charity	☐ NHS Scotland
☐ unincorporated association	☐ university/educational	☐ NHS Northern Ireland
☐ government	☐ non UK company	☐ sporting club
☐ crown body	☐ non UK govt/administration	☐ 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

Day

Month

Year

Do you require a:

☐

Base station

Please tick and complete section B

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

(Channel Island base stations and offshore base stations are required to complete the following two fields)

Latitude

°N

Longitude

°E/W

(circle E or W as appropriate)

Height of base station location above mean sea level

metres

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 Antenna location

☐

Outdoor

☐

Indoor

☐

Underground

B.6 Antenna height
(in metres above ground level)

Antenna ERP W

B.7 Antenna type

☐ **Omni-directional** ☐ **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.8 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**

C Spectrum details

C.1 Please indicate the type(s) of channel(s) that you need

- ☐ **International**
To speak to any ship with normal marine radio apparatus
- ☐ **UK**
To speak only to those ships with your frequency programmed into their radios
- ☐ **Marina**
Please see notes on pages 11 and 12
- ☐ **How many simplex channels do you need?**
- ☐ **How many duplex channels do you need?**
- Not applicable to CSR (Marina) licences

C.2 Please specify the channel bandwidth you require

Not applicable to CSR (Marina) licences

- ☐ **6.25 kHz** ☐ **12.5 kHz** ☐ **25 kHz**

6.25 kHz and 12.5 kHz are not currently available for CSR (International) licences

C.3 How many signalling codes per channel do you require? (CSR(UK) only)

- ☐ **CTCSS** ☐ **DCS**

OPTIONAL

Not applicable to CSR (Marina) licences

C.4 Do you have a preferred Base transmit frequency?

	Base transmit frequency (MHz)	Channel Bandwidth (kHz) optional	CSR UK only	
			Preferred CTCSS optional	Preferred DCS optional
Channel 1	1 6 5 . 0 4 3 7 5			
Channel 2	1 6 5 . 0 4 3 7 5			
Channel 3	1 6 5 . 0 4 3 7 5			
Channel 4	1 6 5 . 0 4 3 7 5			
Channel 5	1 6 5 . 0 4 3 7 5			

C.5 Temporary use

If you require a licence for less than a year, please give the dates between which the licence is needed.

Date from Date to

CSR (International) simplex channels	
Channel No	Frequency (MHz)
9	156.450
11	156.550
12	156.600
14	156.700
68	156.425
69	156.475
71	156.575
74	156.725

D 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

D.1 RCP location (choose one of the following possibilities to input the data)

GB National Grid Reference

T	Q	3	0	0	8	0	0
---	---	---	---	---	---	---	---

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

OR

Latitude

2	3	°N	5	8	3	9
---	---	----	---	---	---	---

Longitude

2	3	°E/W	5	8	3	9
---	---	------	---	---	---	---

(circle E or W as appropriate)

Height of base station location above mean sea level

				metres
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D.2 RCP address

Address

Postcode

D.3 RCP contact name and address

Name

--

Address

Postcode

Tel

--

Fax

--

E-mail

--

D.4 RCP antenna height

0	0	1
---	---	---

(in metres above ground level)

D.5 RCP antenna ERP

0	1	W
---	---	---

D.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

0	0	1	degrees East of True North
---	---	---	----------------------------

Angle of tilt (where applicable)

2	3	° down/up (delete where appropriate)
---	---	--------------------------------------

Gain

0	1	dB (relative to a half wave dipole)
---	---	-------------------------------------

E Payment details

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

<https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/business-radio/guidance-for-licensees/business-radio-faqs>

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

The quickest way to pay your licence fee(s) is online using a debit or credit card: <https://secure.ofcom.org.uk/payments>

Payments by this method are limited to £5,000.

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

Ofcom accepts the following payment methods:

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

Why Ofcom cannot quote purchase order numbers on invoices

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

New Application Payment Terms

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

F 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		Signature	
Name		Signature	
Name		Signature	
Name		Signature	

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.

G Where to send this form

Please send your completed application form to:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

E-Mail spectrum.licensing@ofcom.org.uk
Tel 020 7981 3131

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 10

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

If you wish to apply for multiple base stations 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'.

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

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. Type(s) of channel(s)

International channels

These are the normal international maritime radio channels and will allow you to communicate with ships fitted with marine radio. Simplex channels are scarce (they are listed in Section C) but other stations can hear both sides of the conversation. Duplex channels are less scarce but other stations can hear only one side of the conversation (see also 'Preferred frequencies', below).

UK channels

These are not routinely programmed into standard marine radios. You can communicate only with ships that have the channel programmed into their radios. We shall assign a suitable channel, based on your stated needs.

Marina channels

The marina channels are a standard package of three channels, available under the CSR (Marina) licence only. They are international duplex channel 80 (157.025 MHz (ship station transmit)/161.625 MHz (coast station transmit)), UK simplex channel 'M' (157.850 MHz) and UK simplex channel 'M2' (161.425 MHz). These are the only channels available to marinas.

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

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.

Q5 – Additional services

Talkthrough is available as an additional service.

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.

Q7 – 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.

Q9 – 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.

Q10 – 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.

Q11 – Antenna Type

The type of antenna that is used can affect 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 most common antenna types 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.

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.

Q12 – Directional antennas

Provide this information only 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.

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

Section C – Spectrum details

Q1 – Type(s) of channel(s)

International channels

These are the normal international maritime radio channels and will allow you to communicate with ships fitted with marine radio. Simplex channels are scarce (they are listed in Section C) but other stations can hear both sides of the conversation. Duplex channels are less scarce but other stations can hear only one side of the conversation (see also 'Preferred frequencies', below).

UK channels

These are not routinely programmed into standard marine radios. You can communicate only with ships that have the channel programmed into their radios. We shall assign a suitable channel, based on your stated needs.

Marina channels

The marina channels are a standard package of three channels, available under the CSR (Marina) licence only. They are international duplex channel 80 (157.025 MHz (ship station transmit)/161.625 MHz (coast station transmit)), UK simplex channel 'M' (157.850 MHz) and UK simplex channel 'M2' (161.425 MHz). These are the only channels available to marinas.

Q2 – Channel bandwidth

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

Q3 – 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.

Q4– Preferred frequencies

You may request a particular channel but we do not guarantee its availability. We may also not be able to authorise your chosen

signalling code. If you make no choice, or if your preferred channel or signalling code is unavailable, we shall assign one. We may also require you to share your signalling code with other users.

Some special channels may also be available, as follows.

Calling channels

Under a CSR (International) licence, in addition to the working channel that we assign you, you may request channel 16 (156.800 MHz – voice distress, safety and calling) and/or channel 70 (156.525 MHz – DSC distress, safety and calling). If you request Ch 70, you must also let us know whether you need an MMSI. There is no fee for either of these channels.

Search and rescue channels

The SAR channels are UK 'Channel 0' (156.000 MHz) and 'Channel 00' (160.600 MHz), along with international channels 10 (156.500 MHz), 67 (156.375 MHz), and 73 (156.675 MHz). We do not include these in individual licences. You should request permission to use them from the Maritime and Coastguard Agency headquarters in Southampton.

Inter-ship channels

The inter-ship channels are international channels 6 (156.300 MHz), 8 (156.400 MHz), 13 (156.650 MHz) and 77 (156.875 MHz). As they are designated for inter-ship working, we do not authorise their use from the coast.

Q5 – Temporary use

We can grant licences for less than a year, for example to cover a race or regatta. The fee for a temporary licence is 1/12 the annual fee for each calendar month or part thereof, subject to a minimum fee of £20 per licence, regardless of duration. An event that runs from the end of one month to the beginning of the next, for example from Friday 30th August to Monday 2nd September, will incur two months' fees.

Section E – Remote Control Points

This section need only be completed if you intend to use a remote control point ('RCP') in addition to your base station. This section should only be completed for RCPs that use Reverse Frequency Working as the control method. RCPs using other control methods, eg landline, do not need to be recorded.

A Remote Control Point is an auxiliary 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 an 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.