

Ofcom form OfW510

Variation Form for a Coastal Station Radio Technically Assigned 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. Please use **BLOCK CAPITALS** and **black ink** throughout this form.
3. Incomplete or illegible applications may result in delays and/or the application form being returned.
4. If you make a variation to your licence that will result in an increase to your licence fee, the fee difference will be applied pro rata for the remaining months until your next renewal and charged at that point. The Wireless Telegraphy (Licence Charges) Regulations set out the fees for licences to use radio equipment issued under the Wireless Telegraphy Act 2006. Information on how to calculate your licence fee can be found on the Ofcom website.

5. 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 Purpose

Please provide your customer reference number and the number of the licence that you wish to vary:

Customer reference number

Licence number

Do you wish to:

1. Vary your customer details?

☐

Please tick and go to section B

2. Vary your technical details?

☐

Please tick and go to section C

B Customer details

B.1 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.2 Company or partnership trading name

B.3 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.4 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.5 Technical contact name and address (where different)

Name	
Address	
Postcode	
Tel	
Fax	
E-mail	
Please indicate your communication preference: ☐ E-mail ☐ Letter	

B.6 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.7 Contact name and address for licence trades (where different)

Name	
Address	
Postcode	
Tel	
Fax	
E-mail	
Please indicate your communication preference: ☐ E-mail ☐ Letter	

B.8 If you wish to apply for a licence period of less than one year, please indicate the duration required

	Months
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B.9 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

C Technical details

C.1 How do you wish to vary your technical details?

BASE STATION

Add ☐ Please tick and complete section D

Modify ☐ Please tick and complete section D

Delete ☐ Please tick and complete section H

CHANNELS

Add ☐ Please tick and complete page 9

Modify ☐ Please tick and complete page 10

Delete ☐ Please tick and complete section H

REMOTE CONTROL POINT

Add ☐ Please tick and complete section G

Modify ☐ Please tick and complete section G

Delete ☐ Please tick and complete section H

D Base station details

D.1 If you are modifying an existing base station, please specify the number of the existing base station that you wish to modify:

(This number should align with the relevant base station number shown on the technical schedule of your current licence document)

D.2 **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)

Height of base station location above mean sea level

metres

D.3 **Site address**

Address

Postcode

D.4 **Site contact name and address**

Name

Address

Postcode

Tel

Fax

E-mail

D.5 If you are adding a new station, please specify your Customer Requested Service Area

Circle radius:

 km

D.6 **Additional services:**

a) Talkthrough

☐

Tick the box if you require talkthrough

D.7 **Callsign/System ID**

D.8 **Mobile ERP**

W (Max. 5W)

D.9 **Antenna location**

☐

Outdoor

☐

Indoor

☐

Underground

D.10 Antenna height
(in metres above ground level)

D.11 Antenna ERP W

D.12 Antenna type

☐ **Omni-directional** ☐ **Directional** (If directional is chosen, please also complete question 14)

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

Gain **dB** (relative to a half-wave dipole)

D.13 Directional antenna type (only applicable if the directional antenna option is chosen above)

☐ **Offset Omni** ☐ **Elliptical** ☐ **Cardioid** ☐ **Figure-of-Eight**

Azimuth **degrees East of True North**

OPTIONAL

D.14 Advanced antenna options

Gain **dB** (relative to a half-wave dipole)

Azimuth **degrees East of True North**

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

E Spectrum details

E.1 ADD SPECTRUM

If this relates to a CSR (International) licence, you may add international channels only

If this relates to a CSR (UK) licence, you may add UK channels only

Will the new channel(s) be associated with an existing base station/operational area ☐ or a new base station/operational area ☐ ?

If existing, please specify the base station/operational area number that the new channel(s) will be associated with:

(This number can be found on the technical schedule of your current licence document)

E.2 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

E.3 Please specify the channel bandwidth you require: ☐ 6.25 kHz ☐ 12.5 kHz ☐ 25 kHz

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

E.4 How many signalling codes per channel do you require? ☐ CTCSS ☐ DCS

CSR(UK) only

OPTIONAL

E.5 Do you have a preferred Base and/or Mobile transmit frequency?

	Base transmit frequency (MHz)	Channel Bandwidth (kHz) optional	Preferred CTCSS CSR(UK) only	Preferred DCS CSR(UK) only
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			

E.6 Please make amendments to existing channel details using the table below

Parameter	Current	Proposed
Base tx frequency (MHz)		
Channel bandwidth (kHz)		
CTCSS Code CSR(UK) only		
DCS Code CSR(UK) only		
Base tx frequency (MHz)		
Channel bandwidth (kHz)		
CTCSS Code CSR(UK) only		
DCS Code CSR(UK) only		
Base tx frequency (MHz)		
Channel bandwidth (kHz)		
CTCSS Code CSR(UK) only		
DCS Code CSR(UK) only		

F 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

ADD RCP

Will the new RCP be associated with an existing base station ☐ or a new base station ☐ ? (tick relevant box)

If existing, please specify the base station with which the RCP will be associated

(This number can be found on the technical schedule of your current licence document)

MODIFY RCP

Please specify the NGR of the RCP you wish to modify

and the base station number of the existing base station with which this RCP is associated

(These details can be found on the technical schedule of your current licence document)

F.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)

Height of RCP above mean sea level

metres

F.2 RCP address

Address

Postcode

F.3 RCP contact name and address

Name

Address

Postcode

Tel

Fax

E-mail

F.4 RCP antenna height

(in metres above ground level)

F.5 RCP antenna ERP

W

F.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)

G Deletions

G.1 What sort of deletion do you wish to make?

Base station ☐	Channel ☐	Signalling code ☐	RCP ☐
Go to question 2	Go to question 3	Go to question 4	Go to question 5

G.2 Please specify the base station number(s) that you wish to delete

(These numbers can be found on the technical schedule of your current licence document)

G.3 Please specify the base station number(s) and the base transmit frequencies for the channel(s) you wish to delete

Base station no.	Base transmit frequency	Mobile transmit frequency

(These details can be found on the technical schedule of your current licence document)

G.4 Please specify the base station number(s) and the base transmit frequencies and signalling code(s) for the signalling code(s) that you wish to delete

Base station no.	Base transmit frequency	Mobile transmit frequency	Signalling code <i>CSR(UK) only</i>

(These details can be found on the technical schedule of your current licence document)

G.5 Please specify the base station number(s) and RCP NGR(s) for the RCP(s) you wish to delete

Base station no.	RCP NGR

(These details can be found on the technical schedule of your current licence document)

H 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;
- If you knowingly make a false statement in support of this request, any licence that has been granted (or varied) may be revoked;
- Any additional licence fees which are incurred by making this variation will be prorated for the remaining months until your next licence renewal and charged at that point.

Signature of applicant

For self and partners (tick if applicable)

☐

Date of application

Full name (in block capitals)

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.

Partnership members

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.

I 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

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 ABOVE

Please note

The maritime bands are very congested and it will not always be possible for us to satisfy demand for new assignments, especially in densely populated areas.

Section A – Purpose

You should write your customer reference number and your licence number in the boxes provided. These will have been quoted in licence documentation or correspondence that we have previously sent to you.

B.1 – 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 – Technical details

Use this section to tell us what sort(s) of amendment(s) you would like to make to the technical details of your licence. You can add, modify details and delete details. Please tick one or more of the relevant boxes and complete the relevant sections, as indicated by the text to the right of the tick boxes.

Section D – Base Station details

D.1 – Station number

You need specify the station number only if your licence authorises the use of more than one base station.

D.2 – Base station location

The base station location refers to the location of the antenna of your radio base station, using longitude and latitude coordinates or a National Grid Reference (NGR). These can be checked on a map or you may be able to obtain the coordinates or NGR from proprietary mapping websites.

D.3 – Site address

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

D.4 – Site contact name and address

The site contact is the person we must contact to gain access to the base station antenna, for example in relation to interference investigations.

D.5 – 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. The service area may affect the licence fee.

D.6 – Additional services

Talkthrough facilitates automatic communication between mobiles through a base station. If a base station is set to talkthrough mode, signals received 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 box. This may not always be available or suitable with some international channels.

D.8 – Mobile ERP

ERP means Effective Radiated Power and is measured in watts. It refers to the power output of the mobile radio. We do not normally authorise more than 5 watts for mobiles under a CSR licence.

D.10 – Antenna height

The antenna height is the height of the top of the antenna above ground level measured in metres. It will affect the coverage area of the proposed system and may affect the fee.

D.11 – Antenna ERP

Antenna ERP is the power output of your antenna in watts. To cover a large geographical area, an ERP of between 10 and 25 watts may be required. Power (and thus coverage) is subject to other existing stations and may need to be coordinated.

D.12 – Antenna Type

The type of antenna that is used can affect the coverage area of the proposed system and thus the fee. Your radio supplier should be able to advise you on the most suitable type of antenna for your requirement.

D.13 – Directional antennas

This question should only be completed if you have ticked 'Directional antenna' in question D.12. Antenna azimuth refers to the direction in which the antenna will be pointing, measured in degrees east of true north. Antenna beam width, also known as the half-power beam width, is the angle of an antenna pattern or beam over which the relative power is at or above 50% of the peak power. If you are unsure about these details, please contact your equipment supplier.

Section E – Spectrum details

E.3 – Signalling codes- CSR (UK) only

CTCSS is an abbreviation for 'Continuous Tone Controlled Squelch System'. DCS is an abbreviation for 'Digitally Coded Squelch'. These are both used to reduce the annoyance of listening to other users on a shared two-way channel.

E.4 – Preferred channels

Channels are subject to availability, so it will not always be possible to provide you with your preferred channels.

Modify Spectrum

This question allows you to change channel and signalling code details on existing base stations. You should provide details of the channel(s) or frequencies and the signalling code(s) that you are currently licensed to use ("Current") and those that you wish to use ("Proposed"). If you require a signalling code but do not have a preferred replacement, you should enter 'Any' in the "Proposed" column. It will not always be possible to provide you with your preferred frequencies or signalling codes.

Section F – Remote Control Points (RCP)

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 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.

Some licensees have multiple base stations and multiple RCPs. To help us ensure that we amend the correct RCP, you should provide the NGR of the RCP and the base station number with which the RCP is associated. This section should only be completed for RCPs using Reverse Frequency Working as the control method. RCPs using other control methods (eg landline) do not need to be licensed, as they do not transmit.

Section G – Deletions

Some licences are complex, for example covering multiple base stations and channels. To help us ensure that we delete the correct elements of the licence, please provide as much information as possible.