

UAS Operator Radio licence application form – OfW605

This form can be completed digitally on a computer or mobile device. Please download a copy to your device prior to filling in any responses.

Guidance for completing this form

Who should use this form?

You may use this form to apply, vary or surrender a Unmanned Airborne Systems (UAS) Operator Radio licence.

The licence authorises the installation and use of a range of radio equipment and frequencies on Unmanned Aircraft (UA), more commonly known as a drone. This includes the use of mobile and satellite user equipment. It also covers radars, beacons and Electronic Conspicuity Devices (ECD). The ECD must be programmed with a 24-bit International Civil Aviation Organization (ICAO) identity code.

More advice is available at:

www.caa.co.uk/General-aviation/Aircraft-ownershipand-maintenance/Electronic-Conspicuity-devices/

Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use certain radio transmission equipment on a UA.

Communication preference

Where possible, all correspondence will be sent to licensees electronically. If you do not wish to receive documents electronically, you must opt out by ticking the box against each contact.

Completing this form

When completing this application please refer to the notes. If filling responses by hand, please complete with 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.

We make regulations, which set out the fees for licences to use equipment issued under the Wireless Telegraphy Act 2006. Additionally, information can be found on the Ofcom website detailing how to calculate your licence fee.

How we use your data

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

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

For help contact:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

Email: uas@ofcom.org.uk

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

Phone: 020 7981 3131

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 operate always within the parameters of the terms and conditions of your licence and 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; however, if you do experience interference, please contact spectrum.licensing@ofcom.org.uk.

In order to protect Air Traffic Control radars, **the use of the mobile 2.6 GHz band (2500 to 2690 MHz) is not permitted**. Licensees must ensure that the drone does not connect to this band. This can be done via a hardware, software or network solution.

In order to use a mobile or satellite network, licensees must have written permission from the network owner(s) that they wish to use prior to use.

Changes

The licence may not be transferred between licensees or legal entities. The Licensee must give prior or immediate notice to Ofcom in writing of any change in the details of the name and/or address recorded on page 1 of the licence.

Payment

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

Licence Fees

The Licensee must pay to Ofcom the relevant fee as provided in section 12 of the Wireless Telegraphy Act 2006 and the Regulations made thereunder:

- a. on or before the date of issue of this Licence, and/or
- b. on or before the fee payment date, or on or before such dates as shall be notified in writing to the Licensee.

If you fail to pay the license fee, Ofcom may revoke the license.

Fees are payable every 12 months.

The licence will remain valid unless surrendered by the licensee or revoked by Ofcom. We do not issue a new licence document on payment of periodic fees. A new licence document is issued if requested or if changes have been made.

Radio equipment use and airworthiness

A Wireless Telegraphy Act 2006 licence issued by Ofcom only covers the authorisation of radio equipment on a UA and does not cover flight safety aspects or use. It does not constitute permission to disregard the legitimate interests of other statutory bodies such as the Civil Aviation Authority or Information Commissioner. It is not an authorisation to fly.

For the use of certain radio equipment, the person operating the radio must possess a valid Flight Radio Telephony Operations Licence (FRTOL) issued by the Civil Aviation Authority or be under the supervision of someone who possesses a FRTOL.

Equipment shall comply with the necessary enforceable airworthiness directives and regulations issued by the:

- Civil Aviation Authority; or
- European Aviation Safety Agency prior to 31 December 2020 or after if agreed with the Civil Aviation Authority.

Certain Equipment will also need to comply with the provisions set out in the Radio Equipment Regulations 2017.

The licensee must ensure that the Radio Equipment is constructed and used only in accordance with the provisions specified in the licence. Any proposal to amend any detail specified in the schedule(s) must be agreed with Ofcom in advance and implemented only after this licence has been varied and/or reissued accordingly.

Access and Inspection

The Licensee shall permit representatives of Ofcom:

- a. to have access to the Radio Equipment; and
- b. to inspect this Licence and the Radio Equipment at all reasonable times (or when, in the opinion of Ofcom, an urgent situation exists, at any time) for verifying compliance with the terms of this licence.

The remainder of these guidance notes provide help on specific questions.

SECTION A – Application purpose

For a new application, use question A1 and then complete sections B and C.

If you need to make a change to an existing, then enter your licence number for question A2 and follow the guidance. You should then make the necessary changes in sections B as appropriate and sign section C. We will then issue a revised licence with the requested changes.

If you no longer need your licence, then you can simply surrender it by providing your licence number for question A3 and then complete section C.

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 licence can only be issued to a legal entity (including an individual person). You should complete the appropriate option provided or if none of these applies, then provide your details under 'other legal entities'. 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 C.

Question B3 –Registered charities

Registered charities may be eligible for a 50% reduction in licence costs if they have as their objective the safety of human life in an emergency.

Question B4 – Licensee 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 B5 – Licence contact name and address

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

Question B6 – Payment and billing contact

The payment (billing) contact may be different from either the licensee or licence contact.

Question B7 – Third party contact

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

A. Application purpose

A.1 For a new application tick this box:

UAS Operator Radio licence application

Now complete sections B to C

A.2 For a variation to an existing licence only, provide your licence number here:

When making a variation just edit the relevant fields you require changing.
Then answer the declaration at section C.

A.3 For a surrender of an existing licence please provide your licence number:

Then answer the declaration at Section C.

B. Applicant details

B.1 Customer Reference Number (for existing licensees only):

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

A licence can only be issued to a legal entity (with the named person with contact details entered in B.4).
Ofcom recognises the following types of entities and you should provide your name and answer any other details as appropriate to the legal entity:

Individual or sole trader (Please provide full name and go to question B.3)

Business partnership other than a limited company (Please provide name and go to question B.3)

Registered Company (UK or non-UK) (Please answer all parts and go to question B.3)

The named director The director or company secretary

The legal representative agreeing to accept responsibility

The name of the person responsible for the licence

Company full name

Company registration number

Limited Liability Partnership (Please answer all parts, then go to question B.3)

Named partner who should be named on the licence

Full name of the limited liability partnership

Company registration number

B.2 (continued)

Unincorporated Association (Please answer all parts, then go to question B.3)

Named member who should be responsible for the licence

Full name of the unincorporated association

Please specify other legal entity if not listed above (Please provide details, then go to question B.3)

Named person responsible for the licence

The full name of the legal entity (if different to above)

Company registration number (if appropriate)

B.3 If a registered charity please answer this question

Does the registered charity have as its objective, the safety of human life in an emergency?

No

Yes (if yes, answer the following)

Full name of the registered charity

Charity registration number (if appropriate)

B.4 Licensee contact details

- **Companies should use the registered address from [Companies House](#)**
- **Registered charities should use the address from the [Charity Commission](#)**

For all other Licensees, please use your main business address

Name

Trading name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

Please tick here to receive documents by post instead of electronically.

B.5 Licence contact details (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

Name	
Address	Telephone
	Mobile
	Fax
Postcode	Email
Country	

Please tick here to receive documents by post instead of electronically.

B.6 Contact details for payments or account queries:

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

Tick if details are the same as those in question B.4 (Licence contact details)

Name	
Address	Telephone
	Mobile
	Fax
Postcode	Email
Country	

Please tick here to receive documents by post instead of electronically.

C. 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 and I have the authority to make this declaration and sign this application.

I understand and accept that:

- I, the body I represent (if any) or the captain or any person for the time being in charge of the aircraft, will be responsible for compliance with all of the terms and conditions of the licence and the control and supervision of the radio equipment and I, or the body I represent (if any), will be responsible for taking all reasonable steps to ensure that the captain or any person for the time being in charge of the aircraft is aware of these responsibilities.
- It may be 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 will not give anyone my information except in accordance with the law.

Full name

Position in organisation

Signature of applicant

Date of application (DDMMYYYY)

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;
- Aircraft group ownership (syndicates) must be applied for by one trustee signing 'for self' above and the second below on the spaces for partner 1.
- If the number of partners exceeds the space, then for each additional partner please provide the name and signature.

Partner 1 name

Partner 3 name

Partner 1 signature

Partner 3 signature

Partner 2 name

Partner 4 name

Partner 2 signature

Partner 4 signature

Where to send this form

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

If needed a member of the team will contact you to clarify any requirements of this application.

When you have completed this form you can submit this application in a number of ways:

- by pressing the 'Submit form' button below;
- by emailing it as an attachment to our email address shown below, or;
- by posting it to the address shown below.

Please use one method only

Ofcom

FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

If you need assistance, then please call 020 7981 3131 or email uas@ofcom.org.uk.

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