

Ofcom variation form OfW431

# Variation Form for a Business Radio Area Defined Licence

1. 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.
2. An Area Defined licence authorises the use of a frequency or frequencies in a defined geographical area. Licensees can make base station deployments anywhere within their defined geographical area (while complying with boundary conditions) without registering these deployments with Ofcom except in the following scenarios:
  - If the deployments are in Band III or UHF1;
  - If the deployments are in any band and require international coordination. To check whether your deployments will require international coordination, please refer to the Memorandums of Understanding (MoUs) with the UK's continental neighbours on the Business Radio section of the Ofcom website.
3. This variation form allows you to make amendments to the frequencies and geographical areas of operation. To register your deployments with Ofcom or make amendments to these deployments, please complete the Post Issue Support Form for a Business Radio Area Defined Licence. This form is also available on the Business Radio section of the Ofcom website.
4. Please use **BLOCK CAPITALS** and **black ink** throughout this form.
5. Incomplete or illegible forms may result in delays and/or the form being returned.
6. If you make a variation to your licence that will result in an increase to your licence fee, the fee difference will be prorated 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. Information on how to calculate your licence fee can be found on the Ofcom website.
7. **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](http://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:

a. **Vary your customer details?** Please tick and go to section B

b. **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	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Please indicate your communication preference: <input type="checkbox"/> E-mail <input type="checkbox"/> Letter	

### B.2 Company or partnership trading name

### B.3 Licensee contact name and address

Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Please indicate your communication preference: <input type="checkbox"/> E-mail <input type="checkbox"/> Letter	

### B.4 Contact name and address for payments or account queries

Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Please indicate your communication preference: <input type="checkbox"/> E-mail <input type="checkbox"/> Letter	

**B.5 Technical contact name and address**

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**

Name

Address

Postcode

Tel

Fax

E-mail

Please indicate your communication preference:  E-mail  Letter

**B.8 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?

#### Geographical area

**Add** Please tick and complete section D, question 1

**Modify** Please tick and complete section D, questions 1 and 2

**Delete** Please tick and complete section D, question 2

#### Spectrum

**Add** Please tick and complete section E, questions 1 – 4

**Modify** Please tick and complete section E, question 5

**Delete** Please tick and complete section E, question 6

## D Geographical area

### D.1 Which geographical area(s) do you wish to add?

#### National areas

 England

 Northern Ireland

 Scotland

 Wales

#### Grid squares (Please refer to the map on page 8 to choose your preferred grid squares)

HP All  D

HU All  A  B  C

HY All  A  B  C  D

HZ All  A

NB All  A  B  C  D

NC All  A  B  C  D

ND All  A  C

NF All  B  D

NG All  A  B  C  D

NH All  A  B  C  D

NJ All  A  B  C  D

NK All  A  C

NL All  B  D

NM All  A  B  C  D

NN All  A  B  C  D

NO All  A  B  C  D

NR All  A  B  C  D

NS All  A  B  C  D

NT All  A  B  C  D

NU All  A  C

NV All  A  B  C  D

NW All  A  B  C  D

NX All  A  B  C  D

NY All  A  B  C  D

NZ All  A  C  D

SA All  A  B

SB All  A  B

SD All  A  B  C  D

SE All  A  B  C  D

SH All  A  B  C  D

SJ All  A  B  C  D

SK All  A  B  C  D

SM All  D

SN All  A  B  C  D

SO All  A  B  C  D

SP All  A  B  C  D

SR All  B

SS All  A  B  C  D

ST All  A  B  C  D

SU All  A  B  C  D

SV All  D

SW All  B  C  D

SX All  A  B  C  D

SY All  A  B

SZ All  A  B

TA All  A  C

TF All  A  B  C  D

TG All  C  D

TL All  A  B  C  D

TM All  A  B  C

TQ All  A  B  C  D

TR All  A  C

TV All  A  B

**D.2 Which geographical area(s) do you wish to remove?**

**National areas**

England

Northern Ireland

Scotland

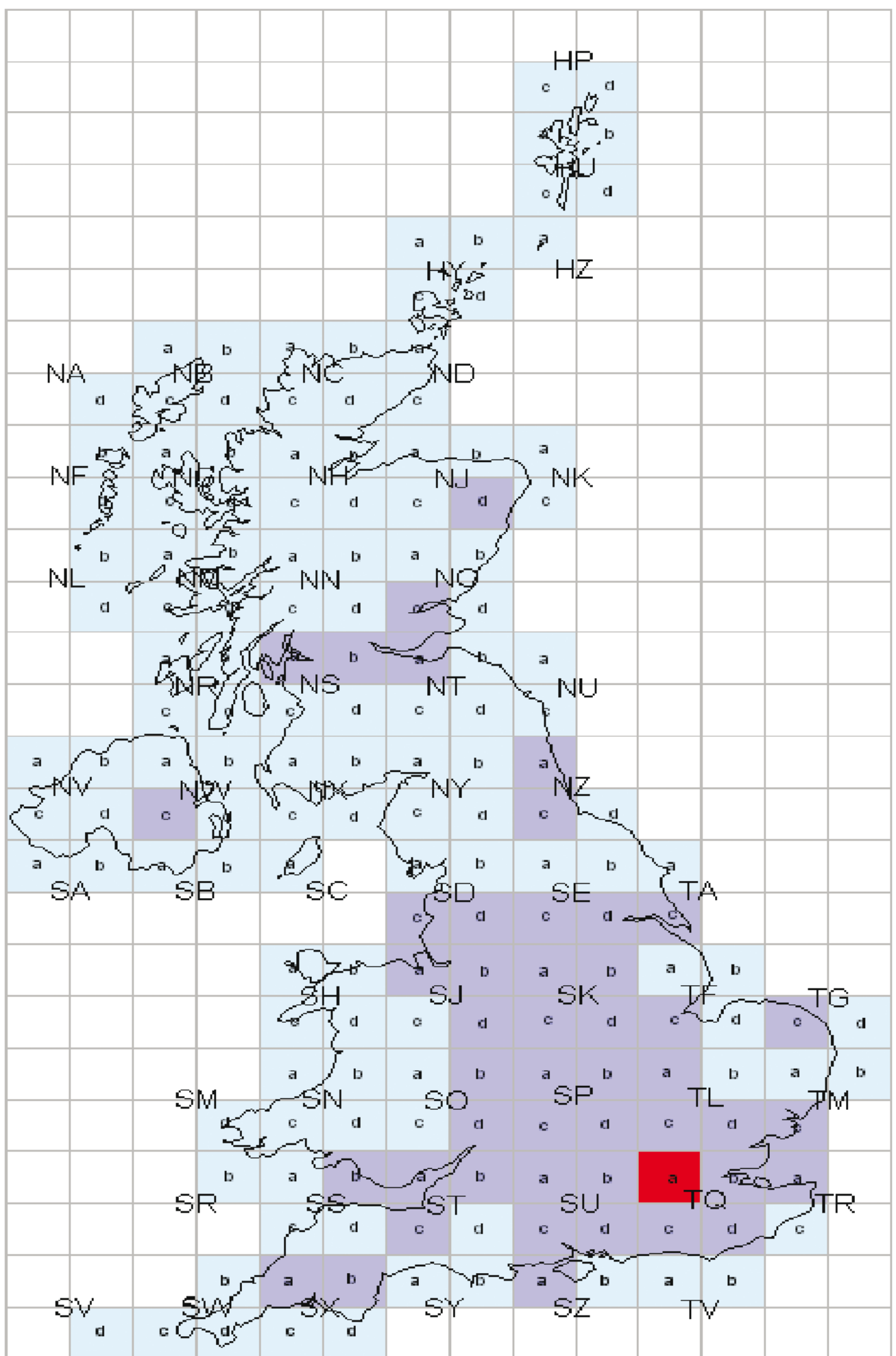
Wales

**Grid squares** (Please refer to the map on page 8 to choose your preferred grid squares)

HP	All	<input type="checkbox"/>				D	<input type="checkbox"/>			
HU	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>		
HY	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
HZ	All	<input type="checkbox"/>	A	<input type="checkbox"/>						
NB	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NC	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
ND	All	<input type="checkbox"/>	A	<input type="checkbox"/>			C	<input type="checkbox"/>		
NF	All	<input type="checkbox"/>			B	<input type="checkbox"/>			D	<input type="checkbox"/>
NG	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NH	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NJ	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NK	All	<input type="checkbox"/>	A	<input type="checkbox"/>			C	<input type="checkbox"/>		
NL	All	<input type="checkbox"/>			B	<input type="checkbox"/>			D	<input type="checkbox"/>
NM	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NN	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NO	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NR	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NS	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NT	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NU	All	<input type="checkbox"/>	A	<input type="checkbox"/>			C	<input type="checkbox"/>		
NV	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NW	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NX	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NY	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
NZ	All	<input type="checkbox"/>	A	<input type="checkbox"/>			C	<input type="checkbox"/>	D	<input type="checkbox"/>
SA	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>				
SB	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>				

SD	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SE	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SH	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SJ	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SK	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SM	All	<input type="checkbox"/>							D	<input type="checkbox"/>
SN	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SO	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SP	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SR	All	<input type="checkbox"/>			B	<input type="checkbox"/>				
SS	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
ST	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SU	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SV	All	<input type="checkbox"/>							D	<input type="checkbox"/>
SW	All	<input type="checkbox"/>			B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SX	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
SY	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>				
SZ	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>				
TA	All	<input type="checkbox"/>	A	<input type="checkbox"/>			C	<input type="checkbox"/>		
TF	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
TG	All	<input type="checkbox"/>					C	<input type="checkbox"/>	D	<input type="checkbox"/>
TL	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
TM	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>		
TQ	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
TR	All	<input type="checkbox"/>	A	<input type="checkbox"/>			C	<input type="checkbox"/>		
TV	All	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>				

Grid square map





# E Spectrum details

## E.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

## E.2 Please indicate if the proposed system is analogue or digital

Analogue

Digital

## E.3 How many channels do you require?

No. of dual frequency channels

No. of single frequency channels

## E.4 Please specify the channel bandwidth you require:

6.25 kHz

12.5 kHz

25 kHz

Other

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

Optional	Base transmit frequency (MHz)	Mobile transmit frequency (MHz)	Channel Bandwidth (kHz)
Channel 1	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> . <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="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="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="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="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="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="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="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="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="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>	
Channel 6	<input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="5"/> . <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="0"/> <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="5"/>	

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

Parameter	Current	Proposed
Base tx frequency (MHz)		
Mobile tx frequency (MHz)		
Channel bandwidth (kHz)		
Base tx frequency (MHz)		
Mobile tx frequency (MHz)		
Channel bandwidth (kHz)		
Base tx frequency (MHz)		
Mobile tx frequency (MHz)		
Channel bandwidth (kHz)		
Base tx frequency (MHz)		
Mobile tx frequency (MHz)		
Channel bandwidth (kHz)		

**E.7 Please specify which channels you wish to delete**

Base transmit frequency (MHz)	Mobile transmit frequency (MHz)

**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.
- 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

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	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Signature	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Name	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Signature	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Name	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Signature	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Name	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Signature	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

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](mailto: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 AT THE BOTTOM OF PAGE 10

**These guidance notes provide section by section guidance on the information requested within this variation form:**

### Section A – Purpose

Your customer reference number and licence number are quoted on correspondence that we send to you. If you wish to vary your customer details and your technical details at the same time, please tick both boxes and complete Sections B and C – E.

### Section B – Customer details

Please only complete the details which you would like to amend.

### Section C – Technical details

We use the term ‘Technical details’ to refer to the geographical area and spectrum elements of your licence. Please use this section to tell us what sort of amendments you would like to make to these details. You can add details, modify details and delete details. Please tick one or more of the relevant boxes and complete the relevant sections (as instructed by the text to the left of the tick boxes).

### Section D – Geographical area details

Please choose the most appropriate geographical area for your radio operation. You can choose either the whole of the UK, an individual nation or nations, or one or more grid squares. Each grid square is 50km by 50km in size. You can choose as many grid squares as you wish. The map on page 8 shows the available grid squares. The different colours represent different population categories, red being the most populous and light blue the least. Grid squares with a higher population attract a higher licence fee. Please note that each licensed grid square is subject to field strength limits at the boundary (–116 dBm/12.5 kHz). In practice, it may not be possible to deploy a base station near the boundary without breaching the field strength limit. In order to operate near the boundaries of squares, you may need to purchase adjoining squares. Please refer to our Technical Frequency Assignment Criteria on the Ofcom website for more details.

### Section E – 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. If you wish to apply for an Area Defined licence in UHF1, please e-mail us at [businessradio@ofcom.org.uk](mailto:businessradio@ofcom.org.uk) and we will contact you to discuss your options.

#### 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.

#### Optional – Preferred frequencies

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

#### Q5 – Channel amendments

You should provide details of the channel(s) that you are currently licensed to use (‘Current’) and the channel(s) that you wish to replace it (or them) with (‘Proposed’). Please note, it will not always be possible to provide you with your preferred frequencies.