

# Self-coordinated links licence application form – OfW368

## Guidance for completing this form

### Who should use this form?

You may use this form to apply, vary or surrender a self-coordinated links licence operating in the 73.375 to 75.875 GHz and 83.375 to 85.875 GHz bands. A licence must be issued before individual link registrations are made using [application OfW383](#).

### Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom and the link registered on Ofcom’s Wireless Telegraphy Register (the “Register”) before you establish or use any self-coordinated link equipment.

### 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 and complete in dark ink in BLOCK CAPITALS.

If completing electronically, download and save this PDF locally prior to entering any details.

All fields are mandatory unless stated otherwise.

### Payment

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

### Licence fees

The licence fee is £50 which includes the charge for registration of the first link for the first year of the licence. Any further links registered by the licensee will be charged at £50 per link per year.

### Important information

When making a new application, you are advised not to commit to the purchase of the equipment until you have received your licence documentation.

The Wireless Telegraphy (Licence Charges) Regulations set out the fees for licences to use equipment issued under the Wireless Telegraphy Act. Additionally, information can be found on the Ofcom website detailing how to calculate your licence fee.

### How Ofcom handles personal data

We require this information in order to carry out our spectrum 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](http://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: [spectrum.licensing@ofcom.org.uk](mailto:spectrum.licensing@ofcom.org.uk)

Website: [www.ofcom.org.uk/manage-your-licence](http://www.ofcom.org.uk/manage-your-licence)

Phone: 020 7981 3131

## Guidance notes

If these notes do not answer your query, please contact Ofcom Spectrum Licensing using the details on page 7.

To provide the very best service it is vital that you provide the most accurate information you can in this application form. If you are in any doubt or are unsure about any of the questions, please seek technical advice from your radio supplier or another technical expert.

It is also crucial to provide accurate contact information so that we can send you any licence documents successfully and contact you if required. Where possible, provide a valid email address as we can send you any letters automatically by this method.

### 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.

The licence for the self-coordinated 70/80 GHz bands are non-exclusive national licences which authorise licensees to register point-to-point fixed wireless links in the UK, through a link registration process administered by Ofcom. A licence does not authorise operation until a link is licensed. To operate a link in the self-co-ordinated 70/80 GHz band, a licensee must first self-coordinate and then register their link through the Ofcom link registration process and that link must have a valid entry on the 70/80 GHz section of the Register

Responsibility for obtaining and paying for a licence rests with the user of the system, not with the supplier of the equipment. Due to the technical nature of some of the sections of the application form it would be prudent to complete the application with assistance from your appointed radio supplier, engineer, or technician. Submitting a licence application does not permit you to use or even install any equipment until you have been issued with a fully authorised licence from Ofcom and the link has been registered on Ofcom's Wireless Telegraphy Register. Also, it is the licensee's responsibility to confirm that the details in the licence and the Register are correct and accurate.

Ofcom can inspect stations for compliance against the permitted licensing terms and conditions stated under the licence. Breaches against the terms and conditions are taken seriously and if you operate outside your terms and conditions you will invalidate your licence and be using your system unlawfully. This can lead to you being issued with a fixed penalty notice or being prosecuted in a criminal court, depending on the circumstances of the breach.

### 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 link registration 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](mailto:spectrum.licensing@ofcom.org.uk).

### Link registration

Links cannot be registered without a valid licence. Each self-coordinated wireless link must be registered with Ofcom and licensees must submit a link registration form to Spectrum Licensing for each link. A self-coordinated link must have a valid entry on the Register. This then will enable the licensee to operate that link.

The Register can be found at:

<https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/fixed-terrestrial-links>

### Application process for link registration

Licensees applying to register a link must complete OfW383 for each self-co-ordinated 70/80 GHz link. A link registration can be submitted by email or post to Spectrum Licensing.

### Date/time priority and interference protection

On receipt of a correctly completed link registration form, Ofcom will assign a date and time to the link. The date and time record of each link on the Register will be used to establish priority within the band for interference purposes. A link with a date time record will have priority over links registered later.

If a new link is likely to cause interference to an existing link, the licensee of the new link should coordinate with the existing licensee in order to avoid interference. In the event where this is not possible the new link should not be registered. If the link is registered, the later link will be removed from the Register if an interference complaint is received by Ofcom.

The interference assessment between registered links and new links will be the responsibility of the licensees. Ofcom will not conduct interference assessments.

## Updates to the Register

We aim to publish the updated Register on a weekly basis on our website.

## CEPT recommendations

The CEPT recommendation ECC/REC (05)07 “Radio Frequency Channel Arrangements for fixed service systems operating in the bands 71-76 GHz and 81- 86 GHz” may be referred to for additional information for licensees in the 73.375- 75.875 GHz and 83.375-85.875 GHz frequency bands. This recommendation is available from the European Communications Office <https://docdb.cept.org>.

**The remainder of these guidance notes provide advice on the questions in Sections A to E.**

## Section A – Application purpose

### Question A1 - Tick purpose

A licence must be authorised by Ofcom before submitting any link registrations. A licence variation can be made to vary one or more contact details against an authorised licence. A licence surrender will terminate all registered links against an authorised licence.

Application OfW383 should be used to add an individual registered link. To surrender an individual registered link you need to contact Spectrum Licensing.

### Question A2 - Duration less than 12 months

You should enter both the start and end dates for the period required.

## Section B – Customer details

### Question B1a – 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. You should also provide the licence number in question B1b.

### Question B1b – Existing customers

If you hold an existing licence that you wish to vary or surrender, then provide the licence number under the existing customer reference number.

### 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. The declaration in Section C should also be signed. 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 – 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. The licensee will receive all licensing documentation and correspondence.

### Question B4 – Licence contact name and address

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

### Question B5 – Payment and billing contact

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

### Question B6 – Third-party contact

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

### Question B7 – Contact for licence trades

Spectrum trading is a process that allows holders to transfer or lease the licence rights to another. It is only permitted for those licences, such as this, where Ofcom has made regulations under section 30 of the Wireless Telegraphy Act. For all spectrum trading enquiries please email [spectrum.tradingdesk@ofcom.org.uk](mailto:spectrum.tradingdesk@ofcom.org.uk).

## A. Application purpose

### A.1 Please tick the relevant box:

Self-coordinated links licence application - complete sections B and C

Self-coordinated links licence variation – complete questions B.1a, B.1b, relevant contact change(s) in B.4 to B.6 and section C

Surrender of a self-coordinated links licence – complete B.1a, B.1b and section C

### A.2 If you require a licence for less than 12 months, then indicate both the start and end dates:

Start date (DDMMYYYY)

End date (DDMMYYYY)

## B. Applicant details

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

### B.1b Licence 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 question 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 the full name and go to Question B.3):

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

Named person responsible for the licence

Full name of company

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 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

Trading name

Address

Telephone

Mobile

Email

Postcode

Country

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

## B.4 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
- Trade documents (if no details added in question B7)

Name

Address

Telephone

Mobile

Email

Postcode

Country

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

**B.5 Contact details for payments, billing or account queries:**

NB: This is the person who will receive invoices and reminders when payments are due.

Please do not include payment with this application, as you will be invoiced later.

Please tick here if these details are the same as those in question B.4 (Licensee contact details)

Name		
Address		
	Telephone	
	Mobile	
Postcode	Email	
Country		

Please tick here to confirm you are happy for all correspondence to be sent to this email address.

**B.6 If you are applying via a third party (e.g. radio supplier, consultant etc.) please complete the following:**

Name		
Address	Telephone	
	Mobile	
	Email	
Postcode		
Country		

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

**B.7 Contact name and address for licence trades:**

Name		
Address	Telephone	
	Mobile	
	Email	
Postcode		
Country		

Please tick here only 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:

- The body (if any) I represent will be responsible for compliance with the licence and has the control and supervision of the station;
- It may be an offence knowingly to 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;
- All link information and licensee details will be made public online on the 70/80 GHZ section of Ofcom's Wireless Telegraphy Register;
- Ofcom may transfer my information to other countries in accordance with commitments entered by Her Majesty's Government;
- Where I have provided an email address, I consent to receiving notifications, documents and correspondence in electronic form to that email address.

Full name

Position in organisation

Signature of applicant

Date of application (DD/MM/YYYY)

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;
- 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 'Attach to email' button below which will attach it to an email message;
- 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

**Allow 60 days from posting your application for receipt of your licence.**

If you need assistance, then please email

[spectrum.licensing@ofcom.org.uk](mailto:spectrum.licensing@ofcom.org.uk).

There is also information available on our website at

[www.ofcom.org.uk](http://www.ofcom.org.uk).