



Audio Link Application Form IM1298.4

Important Information

If this is your first time applying for a Licence please complete **Part 1** and **Part 2** of this application.

If you already have a Licence with Ofcom you only need to complete **Part 2** of this application.

PART 1

Please complete the relevant sections of this application in full. Mandatory sections are indicated with an * and missing information may cause delays in processing your application.

1A. Who is the Licence to be issued to?

*Full Name / Company

*Address

*City or Town *County

*Postcode *Telephone *Email

1B. Please provide the address and contact details of where this Licence and general correspondence should be sent?

Same as above

Surname

First Names

Address

City or Town County

Postcode Telephone Fax

PART 2

Please complete the relevant sections of this application in full. Mandatory sections are indicated with an * and missing information may cause delays in processing your application.

* Licensee:

* Event/Customer Reference/Annual licence:

* Contact Name

* Phone

* Email

* On Site Name

* On Site Phone

*Sites	Site Name & Address	National Grid Reference or Postcode	Start Time	Start Date	Finish Time	Finish Date	Ongoing Annual Start Date
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The following technical data is needed to help us fit in your link amongst existing assignments without interference. You may need to get some of the information from your equipment supplier or they may fill in the form on your behalf.

* Transmitter Information (e.g. Studio/Site)

Frequency Required

Transmitter Location Name
(e.g. Studio Site)

National Grid Ref
Or Postcode

Address

Transmitter Make/ Model

Transmitter R.F. Bandwidth

Signal type
mono / stereo

Transmitter Output Power

Antenna Type and no. of Elements

Antenna gain

Feeder Loss

Antenna Height A.G.L.

* Receiver Information (e.g. Broadcast/Transmitter)

Receiver Location name
(e.g. Broadcast TX)

National Grid Ref
Or Postcode

Address

Receiver Make / Model

Antenna Type and no. of Elements

Antenna Gain

Feeder Loss

Antenna Height
A.G.L.

Payment Details

We will issue your Licence once we have received full payment into the bank; therefore a credit card is the quickest and simplest payment method to receive your licence in time for your event.

NB: Licence fees are VAT exempt, please do not add VAT when making payment.

Accepted Payment Methods	Important Information	Select Payment Method
Credit/Debit Card	<p>If you wish to pay by credit or debit card we will email you a web-link to our payment page. Please provide the email address you wish this link to be sent in the space provided below.</p> <p>NB: Please do not send credit/debit card details via this application or email. If received the details will be securely destroyed and may cause delays processing your application.</p>	
<p>Email Address <input type="text"/></p> <p><i>(For credit/debit card payments only)</i></p>		
Bank Transfer (BACS)	<p>BACS payments may take up to 5 days to appear in our bank. Once received your Licence will be issued.</p> <p>NatWest Bank Great Portland Street Branch PO Box 2027 Great Portland Street London W1A 1GA Account Number: 86462105 Sort Code: 60 09 15</p> <p>Please include the instruction 'remitter pays all' on your transfer request. When paying by bank transfer please provide us with a remittance advice quoting our reference number, the date and the amount paid. We cannot accept a remittance advice as payment.</p> <p>Ofcom Payment Details: IBAN number: GB69NWBK60091586462105 BIC number (e.g. Swift): NWBKGB2L</p>	
Cheque	<p>Please make cheques payable to: "Ofcom" and send to: Ofcom PMSE Licencing, 2nd Floor Riverside House, 2a Southwark Bridge Road, London, SE1 2HA.</p>	
Carnet Token	<p>Carnet Tokens are a prepayment scheme offering a discount for high volume users.</p> <p>Carnet Tokens are purchased in blocks of either 60 or 480 and come in a variety of types depending on the use. The prices vary depending on the type and amount required.</p> <p>Please visit www.Ofcom.co.uk/pmse for more information.</p> <p>NB: Unspent Carnets are non-refundable.</p>	

Declaration and Contact Details

In submitting this application you agree to the following declaration.

I request these frequencies to be licensed on behalf of the Licensee.

I declare that the body (if any) I represent will be responsible for compliance with the licence and will have control and supervision of the equipment. I have due authority to make this declaration and if required, authorise payment on behalf of the licensee.

In submitting this application to Ofcom you agree that we may share your data, licence history and frequency allocations within Ofcom for its records and to help with its spectrum monitoring, enforcement and compliance regime. You also agree that during some events we may share your company name and licence allocations with the event owners / organisations for event managing purposes.

Ofcom sends out news items from time to time in relation to the PMSE sector, policy changes and other areas that customer may find useful, if you wish to receive these news items please tick the box below:

NB: We will not give your email address to marketing companies

Please send your completed application to pmse@ofcom.org.uk

You can contact Ofcom using one of the following methods:

Post: **Ofcom PMSE**
Riverside House 2nd floor 2a Southwark Bridge Road
London
SE1 9HA

Telephone: +44 (0) 207 981 3803

Fax: +44 (0) 207 299 8661

Via Email: pmse@ofcom.org.uk

Alternatively you can find help and information on our website: www.ofcom.org.uk/pmse

Office hours are between 09:00 and 17:00 Monday to Friday (except bank holidays)

For urgent assistance outside of office hours please call: +44 (0) 7866 423 619