

# Satellite (earth station network) radio licence application form: geostationary – OfW103

## Who should use this form?

You may use this form to apply for, amend or surrender a geostationary satellite (earth station network) licence in the United Kingdom. For non-geostationary satellite networks, please use application form [OfW602](#).

## Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use any earth station radio equipment unless it is authorised by a specific exemption.

## 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 to receive correspondence by post.

## Completing this form

When completing this application please refer to the notes and complete in 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.

The Wireless Telegraphy (licence charges) regulations set out the fees for licences to use equipment issued under the Wireless Telegraphy Act. Information about earth station licence fees can be found on the Ofcom website: [https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0020/27461/fees.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0020/27461/fees.pdf)

## 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

## Radio licence fees

The licence fee should only be paid to Ofcom after you have been invoiced. The licensee must pay the relevant fee as provided for by section 12 of the WT Act and the Regulations that have been made under that section. If you fail to pay the licence fee, Ofcom may revoke the licence.

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

## **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.

### **Question B1b – Harmonising a licence**

Ofcom can align invoices for similar licence products to one consolidated date. This makes invoicing and payments easier to manage.

The conditions for harmonising a licence are:

- The licence must be under an existing customer reference number;
- Must be the same licence product;
- Must have identical payment terms (e.g. every 5 years);
- Must have an identical payment contact; and
- Must be no outstanding invoice against the licence.

### **Question B2 – New customers**

A licence can only be issued to a legal entity. You should complete the appropriate option provided or if these are not appropriate 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 E.

### **Question B3 – 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 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 can be different to 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, technical contact or consultant, then this can be provided.

## **SECTION C – Site details**

### **Question C1 – Earth station details**

You should provide the type of earth station network (e.g. specify whether the earth stations are “fixed” or “vehicle-mounted” etc) and a name for the earth station network (e.g. “My Network 1”).

### **Question C2 – Satellite details**

You should provide both the name of the geostationary satellite and its orbital position in degrees longitude. For longitude, specify a maximum of 180° east or west. For example, if the satellite is located at 332° east, you should specify this as 28° west.

### **Question C3 – Telephone number in the event of an emergency**

You should provide the phone number to contact in case of an emergency.

## A. Application purpose

### A.1a Tick the purpose of this application

New application.

Amendment to an existing licence. Please answer question A1b.

Surrender of an existing licence. Please answer question A1b.

### A.1b Provide your existing licence number

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

Start date:

End date:

## B. Applicant details

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

Now go to question B4

You can harmonise the renewal date of your licence with the renewal date of an existing licence providing the conditions are met in the guidance.

### B.1b To harmonise a licence please provide:

Existing licence number

Existing licence number

Required renewal date (DD/MM/YYYY)

Now go to question B4

### 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.3).

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):

Full name of company

Company registration number

*(continued on next page)*

## B.2 (continued)

### 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

### 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

Name

Trading name

Address

Telephone

Mobile

Postcode

Email

Country

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

**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

Name

Address

Telephone

Mobile

Postcode

Email

Country

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

**B.5 Contact details for payments, billing or account queries:** (where different from above)

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.

Name

Address

Telephone

Mobile

Postcode

Email

Country

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

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

Name

Address

Telephone

Mobile

Postcode

Email

Country

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

## C. Network details

### C.1 Earth station details

Type of earth station network (e.g. fixed, aircraft, train, vessel, vehicle-mounted, mixed etc):

Name of earth station network:

### C.2 Satellite details

Name of geostationary satellite

Orbital longitude

(enter the longitude in degrees up to a maximum of 180.00 and select east or west)

E  
W

### C.3 Telephone number in the event of an emergency

## D. 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 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;
- Ofcom may transfer my information to other countries in accordance with commitments entered into 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 '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

**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).