

Completing the Ofcom form for a Business Radio Technically Assigned Licence (OfW434)

APPLICATION FORM (OfW434) FOR THE USER AND HOME ALERT PAGER SOLUTIONS

The Ofcom form (Of434) can be downloaded by visiting:

<http://licensing.ofcom.org.uk/binaries/spectrum/business-radio/forms/OfW434.pdf>

How to complete the form

Question 1

Unless you have a customer reference number go to question 2.

Question 2

Tick/complete the relevant boxes for your organisation and move to question 3.

Question 3

Tick the relevant box.

Question 4

Complete and move to question 5.

Question 5

Complete and move to question 6.

Question 6

Complete and move to question 7.

Question 7

Complete and move to question 8.

Question 8

Complete and move to question 8.

Question 9

Leave blank and move to question 10.

Question 10

Leave blank and move to question 11.

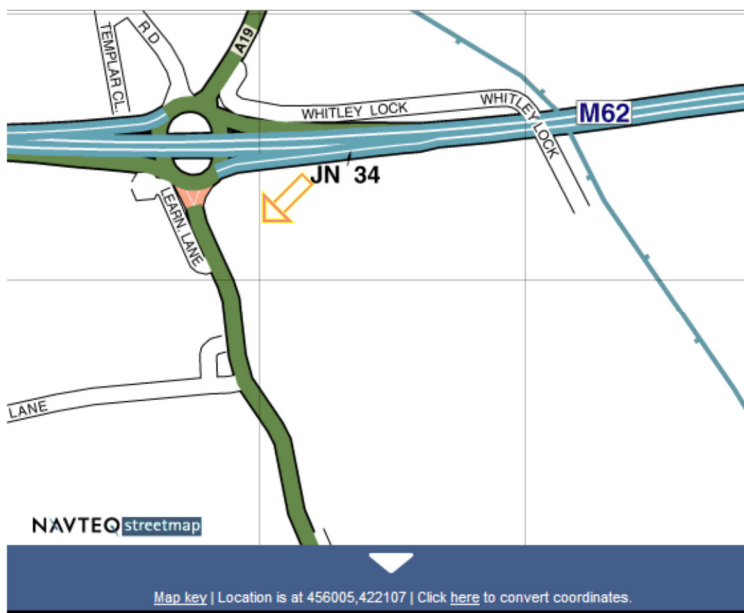
Question 11

Complete as appropriate and move to section 2.

Section 2**Question 1**

Enter the grid reference for the location of the base station (scheme).

TIP – to obtain the latitude and longitude, go to www.streetmap.co.uk enter the postcode of the scheme. Underneath the map that appears, the wording click here to convert coordinates appears. Click on the wording to view the coordinates and then enter them on the form.

**Question 2**

Complete and move to question 3.

Question 3

Complete and move to question 4.

Question 4

Enter 1km and move to question 5.

Question 5

Leave blank and move to question 6.

Question 6

Tick the Exclusive box and move to question 7.

Question 7

Enter N/A and move to question 8.

Question 8

Enter 0.025 W and move to question 9.

Question 9

Tick indoor box and move to question 10.

Question 10

Enter 2 metre (or appropriate height measurement) and move to question 11.

Question 11

Enter 0.025 W and move to question 12.

Question 12

Tick Omni-directional box and move to question 13.

Question 13

Leave blank and move to question 14.

Question 14

Leave blank and move to Section 5.

Section 3 and 4

Leave blank and move to Section 5.

Section 5**Question 1**

Tick UHF-2 box and move to question 2.

Question 2

Enter 1 in the No. of single frequency channels box and move to question 3.

Question 3

Tick 12.5 kHz and move to question 4.

Question 4

Leave blank and move to question 5.

Question 5

Leave blank and move to question 6.

Question 6

Leave blank and move to question 7.

Question 7

Leave blank and move to section 6.

Section 6

Either;

- Tick the first box on the form to indicate you do not know what the licence fee will be and Ofcom will send you a request for payment.
- Or use the fee calculator on the Ofcom website at <http://www.ofcom.org.uk/licensing/applications08/changes/Fees/> then enter the payment details in the appropriate boxes

The level of fee is dependent upon the location of the base station (population density etc.) however it is likely to be approximately £75 per annum.

Section 7

Sign, date and write in your full name and position. Move to section 8.

Section 8

Send the completed application form to the address provided.

Your licence must be renewed every year. Although it is your responsibility to pay the renewal fee on or before the renewal date, Ofcom will normally send you a reminder beforehand. If you do not pay the renewal fee by the renewal date, the licence will expire and continued use of the equipment will be an offence under the Wireless Telegraphy Act 1949.