

Satellite (non-geostationary earth station) radio licence application form – OfW564

Who should use this form?

You may use this form to apply for, amend or surrender a satellite (non-geostationary earth station) licence in the United Kingdom.

This “site” licence can incorporate any number of earth stations that are located within 500 metres of a nominated site centre. The technical parameters of each earth station ‘deployment’ must be provided by the applicant in a separate spreadsheet, which you can [download from Ofcom’s website](#).

For licensing purposes, an earth station ‘deployment’ is a unique ‘path’ between an earth station and satellite. A separate spreadsheet is required to define each earth station deployment. If you wish to modify the technical parameters of an existing earth station deployment on your licence, the parameters you specify in the spreadsheet will completely overwrite the parameters for the existing deployment. You may ask Ofcom for a copy of the spreadsheet containing the parameters of the existing deployment. Also note that the technical information you provide will be used in the coordination procedure with other users of the radio spectrum.

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

Before completing this application form, you are advised to read the [additional guidance](#). Ofcom intends to publish applications for this licence to allow other parties to provide information regarding interference or the competitive impact. Before publishing, Ofcom will redact the personal information contained in this form. You also have the option to provide confidential information in answer to questions D.1, D.2 and D.4.

When completing this application please refer to the notes and complete in dark ink in BLOCK CAPITALS.

All fields are mandatory unless stated otherwise.

Payment

Payments should not be included with this application. Ofcom will invoice later. Payments must include all bank charges. If Ofcom does not receive full payment, it will return any partial payments received.

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

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: <https://www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement>

When we receive an application, we intend to publish a redacted version of it on Ofcom's website.

For help contact:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

Email: spectrum.licensing@ofcom.org.uk

Website: 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 – Name of site centre

Provide a name for the site centre.

Question C2 – Site address

Provide the address of the site.

Question C3 – Location of site centre

Provide the location of the nominated site centre to 1 metre accuracy. When submitting NGR please provide in the following format: National Grid Reference – NGR (e.g. TQ 32284 80497). When submitting latitude and longitude values please provide in decimal degrees format: Latitude/Longitude (WGS84) (e.g. 52.421685, 1.500430). The values for latitude and longitude are bounded by $\pm 90^\circ$ and $\pm 180^\circ$ respectively.

SECTION D - Additional information

Except for question D.4, all questions are mandatory. Further help and guidance in answering these questions can be [found here](#).

We will accept the information you provide for questions D.1, D.2 and D.4 in all types of commonly used formats. If you wish to use other formats, for example technical models or specialised software files, please check with Ofcom first.

If you wish parts of the information you provide for questions D.1, D.2 and D.4 to be kept confidential, please submit two separate annexes: a confidential annex containing all the information; and a separate non-confidential annex containing the information that Ofcom can publish with your application.

Question D1 – Coexistence with existing systems

This is a multipart question for explaining how your proposed non-geostationary earth station(s) (“Gateways”) will be able to coexist with the following:

- Existing non-geostationary satellite systems that are licensed in the UK;
- Non-geostationary satellite systems for which a licence application has been made and which has been published for comment on Ofcom’s website;
- Other specific co-frequency earth stations registered with the ITU.

Information about the above systems can be found on [Ofcom’s website](#).

Question D2 – Coexistence with future systems

You need to state what flexibility your Gateways have to coexist with future non-geostationary satellite systems. You should include measures you would be able to put in place if another non-geostationary satellite system were to enter the market in the future, and the expected benefits of such measures. Also state what measures future non-geostationary satellite systems could reasonably be expected to put in place to coexist with your Gateways.

Question D3 – Associated network licence

You should state the licensee and licence number of the associated “Satellite (earth station network)” licence with which your Gateways are intended to operate.

Question D4 – Competitive impact (optional)

This is a multipart, optional question for explaining the impact of issuing you a licence (combined with other non-geostationary satellite system licences held or applied for by you) in terms of:

- Any risks to competition in the UK. This may refer to the ability to coexist with other non-geostationary satellite systems.
- Benefits for UK customers, end consumers and/or citizens.

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. Site details

C.1 Name of site centre

C.2 Site address

Address

Postcode

Country

C3. Location of site centre

Choose one of the following possibilities to input the data:

GB National Grid Reference

(1-metre accuracy, e.g. TQ 32284 80497)

or

WGS84 Latitude and longitude (decimal)

Latitude (–90 to +90). Include six decimal places.

+
 –

Longitude (–180 to +180). Include six decimal places.

+
 –

D. Additional information

D.1 Coexistence with existing systems

Explain how your non-geostationary earth station(s) (“Gateways”) will be able to coexist with the following:

- Existing non-geostationary satellite systems that are licensed in the UK
- Non-geostationary satellite systems for which an application has been made and which has been published for comment on Ofcom’s website
- Other specific co-frequency earth stations registered with the ITU
- **Please tick to confirm that this mandatory information has been provided in a separate annex attached to this application**

D.2 Coexistence with future systems

State what flexibility your Gateways have to coexist with future non-geostationary satellite systems. You should include measures you would be able to put in place if another non-geostationary satellite system were to enter the market in the future, and the expected benefits of such measures. Also state what measures future non-geostationary satellite systems could reasonably be expected to put in place to coexist with your Gateways.

Please tick to confirm that this mandatory information has been provided in a separate annex attached to this application

D.3 Associated network licence

State the licensee and licence number of the associated "Satellite (Earth Station Network)" licence with which your Gateways are intended to operate.

Licensee name

License number

D.4 Competitive impact (optional)

Explain the impact of issuing you a licence (combined with other non-geostationary satellite system licences held or applied for by you) in terms of:

- Any risks to competition in the UK. This may refer to the ability to coexist with other non-geostationary satellite systems.
- Benefits for UK customers, end consumers and/or citizens.

**Please tick to confirm if you have provided this information
in a separate annex attached to this application**

E. 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, submit the application to NGSO.licensing@ofcom.org.uk.

Space & science team
Ofcom
Riverside House
2a Southwark Bridge Road
London SE1 9HA