

Aircraft radio licence application form – OfW585

Guidance for completing this form

Who should use this form?

You may use this form to apply, amend or surrender one of the following aircraft licences:

- Approved maximum take-off weight of not more than 3,200 kg;
- Approved maximum take-off weight of more than 3,200 kg but not more than 14,000 kg;
- Approved maximum take-off weight of more than 14,000 kg.

Additionally, you can also apply for an aircraft licence for:

- Transportable Radio for use on aircraft

Unmanned Airborne Vehicles ('drones')

The Transportable Licence may also be used to authorise the installation and use of Electronic Conspicuity Devices (ECD) on Unmanned Airborne Vehicles (UAVs). This is the only equipment that may be used on a UAV under the Transportable Licence. The ECD must be programmed with a 24-bit International Civil Aviation Organization (ICAO) identity code.

Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use any aeronautical radio transmission equipment on board an aircraft.

Communication preference

Where possible, all correspondence will be sent to licensees electronically.

If you prefer to receive documents electronically then you must tick 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.

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.

We make regulations, which 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 we use your data

We require this information in order to carry out our 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 right: 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

Website: www.ofcom.org.uk/manage-your-licence

Phone: 020 7981 3131

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 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, or by industrial, scientific and medical equipment; however, if you do experience interference, please contact us.

Group ownership of aircraft

Ofcom understands that an aircraft under a group ownership scheme can be registered in several ways.

If a group has decided to operate as a limited company itself than this can be stated in question B2 by entering under a registered company.

If there are several joint owners, then one owner should apply for the aircraft licence as a trustee for the group.

The trustees must have a share of the aircraft and considered to be the legal owner of the aircraft. One or two owners may be nominated as trustees(s) of the group This can also be declared in question B2 using questions B4 and B5 to provide the relevant contact details. Both contacts will receive a copy of the licence.

The other shareholders are beneficial owners and, as such, do not have to appear on the WT Act licence. In this way, any member may leave or join the group without the need to relicence the aircraft every time (which would require additional licence charges).

If a trustee leaves the group or ceases to act as trustee, the aircraft must be re-registered and relicenced and both trustees will need to sign the declaration in this form to surrender a licence before it can be cancelled.

Changes

The licence may not be transferred between licensees, legal entities or aircraft. The Licensee must give prior or immediate notice to Ofcom in writing of any change in the details of the name and/or address recorded on page 1 of the licence.

Fees

The Licensee must pay to Ofcom the relevant fee as provided in section 12 of the Wireless Telegraphy Act and the Regulations made thereunder:

- a. on or before the date of issue of this Licence, and/or
- b. on or before the fee payment date, or on or before such dates as shall be notified in writing to the Licensee, failing which Ofcom may revoke this Licence.

Aircraft licences are valid for 36 months. Temporary licences will attract a fee of one 36th of the full fee for each or part month, subject to a minimum fee of £20.

Short-term licences are not available for aircraft less than £3,200 kg or for Transportable licences.

Licence fees exceeding £20 will be rounded up to the nearest pound. The licence fees for 36 months are:

- £20 for each aircraft with an approved maximum take-off weight of not more than 3,200 kg;
- £150 for each aircraft with an approved maximum take-off weight of more than 3,200 kg but not more than 14,000 kg;
- £350 for each aircraft with an approved maximum take-off weight of more than 14,000 kg;
- £15 for a transportable radio.

Radio equipment use and airworthiness

Equipment shall comply with the necessary enforceable airworthiness directives and regulations issued by:

- European Aviation Safety Agency;
- Federal Aviation Administration; or
- Civil Aviation Authority

The Licensee must ensure that the Radio Equipment is constructed and used only in accordance with the provisions specified in the licence. Any proposal to amend any detail specified in the schedule(s) must be agreed with Ofcom in advance and implemented only after this licence has been varied and/or reissued accordingly.

The licensee must possess a valid Flight Radio Telephony Operations Licence (FRTOL) issued by the CAA or be under the supervision of someone who possesses a FRTOL.

The Licensee must ensure that the Radio Equipment is used only by persons who have been authorised by the Licensee to do so and that such persons are made aware of, and of the requirements to comply with, the terms of this Licence.

Access and Inspection

The Licensee shall permit representatives of Ofcom:

- a. to have access to the Radio Equipment; and
- b. to inspect this Licence and the Radio Equipment at all reasonable times (or when, in the opinion of Ofcom, an urgent situation exists, at any time) for verifying compliance with the terms of this licence.

The remainder of these guidance notes provide guidance on customer details in Section B.

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. 1 to 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 (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'. 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 F.

Question B3 –Registered charities

Registered charities may be eligible for a 50% reduction in licence costs if they have as the objective the safety of human life in an emergency.

Question B4 – 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 B5 – Licence contact name and address

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

Question B6 – Payment and billing contact

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

Question B7 – Third party contact

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

A. Application purpose

A.1 For a new application tick the relevant box:

Aircraft with an approved maximum take-off weight of more than 14,000 kg

Aircraft with an approved maximum take-off weight of more than 3,200 kg but not more than 14,000 kg

Aircraft with an approved maximum take-off weight of not more than 3,200 kg

Transportable radio¹ - For use as VHF communications onboard various aircraft

A.2 For a variation² to an existing Tier A, B or C aircraft licence please provide your licence number:

A.3 For a surrender³ of an existing Tier A, B or C aircraft licence please provide your licence number:

Note 1: Transportable radios used as back up for fixed VHF do need a separate licence.

Note 2: For a variation then just edit the relevant fields you require changing.

Note 3: For an aircraft syndicate the surrender of a licence requires both trustees to sign the declaration.

B. Applicant details

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

Now go to question B.4

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:

Licence number of an existing licence Required renewal date (DDMMYYYY)

Now go to question B.4

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 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 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

Aircraft group (syndicate) ownership trustee (Please provide details, then go to question B.3)

The named trustee(s) who should be responsible for the licence

Trustee 1 (the named person with contact details entered in B.4)

Trustee 2 (If applicable, the named person with contact details entered in B.5)

The full name of the group ownership (syndicate)

In this case both trustees will receive the documentation listed for the contact in question B.5.
Both trustees should also sign the declaration.

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 If a registered charity please answer this question

Does the registered charity have as its objective, the safety of human life in an emergency?

No

Yes (if yes, answer the following)

Full name of the registered charity

Charity registration number (if appropriate)

B.4 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

Fax

Postcode

Email

Country

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

B.5 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

Fax

Postcode

Email

Country

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

B.6 Contact details for payments or account queries:

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

- Do not include payment with this form, as you will be invoiced later

Tick if details are the same as those in question B.4 (Licence contact details)

Name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

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

B.7 If you are applying via a third party (e.g. radio supplier, consultant etc.) please complete the following:

Name
Address Telephone
Mobile
Fax
Postcode Email
Country

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

C. Short-term duration

Licences can be applied for up to two months in advance of the required date. Temporary licences are available attracting a fee of one 36th of the full licence fee for each month or part month.

A short-term licence is only available for aircraft weighing over 3200 kg.

Please note licence start dates cannot be backdated.

Start date (DDMMYYYY)

End date (DDMMYYYY)

D. Aircraft details

D.1 UK aircraft registration

G -

D.2 Make of aircraft

D.3 Model of aircraft

D.4 Maximum authorised take-off weight (kg)

kg

E. Equipment details

E.1 Tick all appropriate types:

- Automatic Direction Finding (ADF)
- Area Navigation (NAV)/Distance Measuring Equipment (DME)
- Air Traffic Control (ATC) Transponder
- Air Traffic Control (ATC) Transponder, Non FRTOL Holder
- Distance Measuring Equipment (DME)
- Global Positioning Systems (GPS)
- High Frequency Communications
- Marker
- Radio Altimeter
- Satellite Communication
- TCAS/ACAS
- VHF Communication
- VHF Navigation / Marker
- VHF Portable
- Weather Radar
- Earth Station on Moving Platform (ESOMP)
- Wireless Aircraft System /WiFi
- Mobile communications on aircraft
- 2 GHz Complementary Ground Components (CGC)

B.4 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

Fax

Postcode

Email

Country

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

B.5 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

Fax

Postcode

Email

Country

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

B.6 Contact details for payments or account queries:

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

- Do not include payment with this form, as you will be invoiced later

Tick if details are the same as those in question B.4 (Licence contact details)

Name

Address

Telephone

Mobile

Fax

Postcode

Email

Country

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

F. 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 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.

Full name

Position in organisation

Signature of applicant

Date of application (DDMMYYYY)

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;
- Aircraft group ownership (syndicates) must be applied for by one trustee signing 'for self' above and the second below on the spaces for partner 1.
- 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 14 days from posting your application for receipt of your licence.

If you need assistance, then please email spectrum.licensing@ofcom.org.uk.

There is also information available on our website at www.ofcom.org.uk.