



Commission for  
**Communications Regulation**

# Application Form

## Application for Temporary Business Radio Licences

### Application Form

**Reference:** ComReg 02/02R3

**Date:** 12/07/2013

**An Coimisiún um Rialáil Cumarsáide**

**Commission for Communications Regulation**

Abbey Court Irish Life Centre Lower Abbey Street Dublin 1 Ireland

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Email: [info@comreg.ie](mailto:info@comreg.ie)

Web: [www.comreg.ie](http://www.comreg.ie)

## Notes for Applicants

1. A Temporary Business Radio licence allows for the use of radio equipment at a specified location and event for the duration specified on the licence, not exceeding a maximum period of six months.
2. Prior to completing an application, applicants are advised to read ComReg 08/08, Radio Licensing for Special Events and Temporary use in Ireland Guidance Notes (as revised)<sup>1</sup>.
3. Licences for Temporary Business Radio use are issued on a secondary basis (non-interference and non-protected) i.e. the system cannot cause interference to primary users and will not be protected from interference caused by primary users in that band.
4. Licensed Temporary Business Radio systems that cause interference to any primary users in the licensed frequency band will be required to cease operation immediately.
5. Applicants should note that licensees are required to share assigned radio frequencies with other licensees and that licences are not assigned on an exclusive usage basis.
6. The channels that are available for Temporary Business Radio licensing are also detailed in the latest revision of the guidelines, ComReg 08/08.
7. The radio frequency spectrum is a scarce natural resource and the amount of spectrum space that can be allocated to the various radio services is limited.
8. To allow sufficient processing time, applicants in submitting applications, must adhere to the timelines indicated in the guidelines document (ComReg 08/08) for the various event types. It will be more difficult for ComReg to accommodate the frequency requirements for applications received after these cut off times.
9. An application will not be processed until ComReg has received a valid application. An application is only considered valid on receipt of a completed Application Form with a signed Declaration Form found in Part 4A and on receipt of the licence fee. Invalid applications will not be processed.
10. The fees for Temporary Business Radio are based on quantity of equipment in use and consist of a fixed charge of €12 plus a €12 fee for each piece of equipment used.
11. Licences must be issued to a legal entity i.e. either an individual or a limited company.
12. Completed Applications should be forwarded to:

[Licensing@comreg.ie](mailto:Licensing@comreg.ie) with PMSE inserted in the subject line, or;

The Commission for Communications Regulation  
Spectrum Licensing Section  
Abbey Court, Irish Life Centre  
Lower Abbey Street  
Dublin 1

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<sup>1</sup> [http://www.comreg.ie/\\_fileupload/publications/ComReg0808R3.pdf](http://www.comreg.ie/_fileupload/publications/ComReg0808R3.pdf)

**APPLICATION FOR TEMPORARY BUSINESS RADIO LICENCES****PART 1: CONTACT DETAILS****APPLICANT DETAILS****Name under which licence is sought<sup>2</sup>:****Company Trade Name (If Applicable) :****Contact for Licence:****Phone:****Email:****Mobile:****Business Address:**


**TECHNICAL CONTACT / SUPPLIER DETAILS****Company:****Contact:****Address:**


**Phone:****Email:****Mobile:**

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<sup>2</sup> **NB:** A licence will be issued to a legal entity only i.e. either a Registered Limited Company or an Individual. If the company is not either of these then the applicant must nominate an individual as a licensee and supply the Trading Name in the box provided.

**PART 2: GENERAL APPLICATION DETAILS****Event Name / Details:****Location of Operation:****Required Dates of Operation:****Start Date****End Date****Please indicate the area of coverage required:**

On-Site/Indoor:

☐

Outdoor:

☐**Equipment Quantity****Quantity of Base Stations<sup>3</sup>:****Quantity of Mobile Stations<sup>4</sup>:****Quantity of Hand Portable Stations<sup>5</sup>:****Quantity of Wireless Cameras:****Quantity of Data Transmitters / Telemetry:****Quantity of Wireless Microphones:****Quantity of In Ear Monitors (IEM):****Quantity of Other Stations:**

Please Specify:

**Total Equipment Count:**

<sup>3</sup> Total quantity of standard and repeater base stations in operation.

<sup>4</sup> Mobile Stations are stations used while in motion usually on a vehicle.

<sup>5</sup> Hand portables are devices often referred to as "walkie-talkies".

**PART 3: TECHNICAL DETAILS****Please Indicate the Frequency, Equipment Type, Range, Max ERP and Height Required:**

If the table below does not suffice, a complete frequency plan and equipment detail should accompany your application.

Requested Frequencies <sup>6</sup> (MHz)	Equipment Type <sup>7</sup>	Equipment Tuneable Range (MHz)	Max ERP (W)	Height AGL (m)

**Address of Base Station (if applicable)<sup>8</sup> :**

1.
2.
3.

**Tone Control<sup>9</sup>**

CTCSS Tone Control:

DCS Tone Control:

Other (Please Specify):

<sup>6</sup> Although every effort will be made to accommodate frequency preference, it may not always be possible to do so. Alternative frequencies will be assigned based on the equipment tuneable range. The channels that are available for Temporary Business Radio Licensing are detailed in ComReg's Guidelines document 08/08 (as revised)

<http://www.comreg.ie/fileupload/publications/ComReg0808R3.pdf>

<sup>7</sup> Type of equipment includes Camera, Microphone, IEM, Hand Portables, Base Station, Mobile Station and Data/Telemetry

<sup>8</sup> If there are more than three base station addresses, these should be attached and submitted with the application.

<sup>9</sup> Tone control is mandatory for Repeater usage, Remote base station usage and where Talk-Through is in operation.

**PART 4.A: DECLARATION BY THE APPLICANT**

I certify that the information provided in this application is, to the best of my knowledge, true and complete. I understand that I may be liable to criminal prosecution for contraventions of the Wireless Telegraphy Act 1926 (as amended) in respect of any inaccurate information contained in this application.

In accordance with the Wireless Telegraphy Act 1926 (as amended), I accept responsibility for the installation, maintenance and operation of the system if approved.

I accept that the licence does not confer any right of ownership of the frequency spectrum, and agree to abide by all conditions of the licence and any direction made by the Commission from time to time.

I confirm that no change will be made in any of the foregoing without prior approval of the Commission for Communications Regulation.

**Signature of Applicant:** \_\_\_\_\_

**Name in Block Letters:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

THE APPLICANT/LICENSEE SHOULD BE AWARE THAT THEY ARE RESPONSIBLE  
IN LAW FOR THE RADIO SYSTEM AND ITS OPERATION REGARDLESS OF WHO  
SUPPLIES THE EQUIPMENT OR WHO OPERATES IT ON THEIR BEHALF

**The completed Application Form and the appropriate fee  
should be submitted together via post or email to:**

**The Commission for Communications Regulation  
Licensing Operations Division  
Abbey Court  
Irish Life Centre  
Lower Abbey Street  
Dublin 1**

**Email: [licensing@comreg.ie](mailto:licensing@comreg.ie)**

**PART 4.B: FEES & METHODS OF PAYMENT**

**All Applications must be accompanied by the appropriate fee.**

	<b>Fee</b>	<b>Quantity</b>	<b>Total</b>
<b>Fixed Charge</b>	€12	1	€12
<b>Number of Pieces of Equipment</b>	€12 per unit		
<b>Total Fee (€)</b>			

- **Cheque/ Postal Order** Cheques and Postal Orders should be crossed and made payable to The Commission for Communications Regulation

• **Visa** ☐ • **Access/ MasterCard** ☐ • **Laser** ☐

Card No: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

\_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

- **For Existing Account Holders Only**

- **eLicensing:** Payments can be made online via the eLicensing website at [www.elicensing.comreg.ie](http://www.elicensing.comreg.ie)

**Bank Transfer / Electronic Funds Transfer (EFT)**

Transfers to ComReg's account should be made to:

Bank of Ireland, 6 Lower O'Connell Street, Dublin 1

Account Number: 17806887

Sort Code: 90-00-33

BIC Code: BOFIE2D

IBAN No: IE62 BOFI 9000 3317 8068 87

If making a bank transfer/EFT, please ensure that:

- Your Bank quotes **your Account Number** in making the transfer to ComReg.
- Full transaction details are sent to our Accounts Division ([accounts@comreg.ie](mailto:accounts@comreg.ie)).