



# Application Form

## Application for Telemetry Radio Licence

### Application Form

**Reference:** ComReg 24/46

**Date:** 13/06/2024

# 1 Notes for Applicants

1. The granting by the Commission for Communications Regulation (“ComReg”) of a Telemetry Licence (“Licence”) is governed by the Wireless Telegraphy (Telemetry Licence) Regulations 2024, S.I. No. 266 of 2024 (the “Regulations”).<sup>1</sup> In particular, the Regulations detail the form and duration of, and the restrictions and conditions subject to which, Licences are granted by ComReg.
2. Persons applying for a Licence (“Applicants”) are also referred to ComReg Document 24/45 (the “Licensing of Telemetry Systems in the VHF and UHF Spectrum Bands: Guidelines for Applicants”)<sup>2</sup> for background on the licensing framework under the Regulations and for interpretation of the defined terms used herein.
3. In line with Regulation 5 of the Regulations, this application form (“Application Form”) sets out the information required from Applicants in an application for a renewal of a Licence (“Application”).
4. A Licence is a “non-exclusive” licence and allows the Licensee to keep and have possession of, install, maintain, work and use, at a specified location in the State, Apparatus to facilitate the operation of a Telemetry System.
5. A completed Application Form (including a separate document as required under Parts 3 and 4 below) must be submitted to [licensing@comreg.ie](mailto:licensing@comreg.ie). Following this an invoice will be provided to the Applicant for the payment of the relevant Licence fee.

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<sup>1</sup> [S.I. No. 266/2024 - Wireless Telegraphy \(Telemetry Licence\) Regulations 2024 \(irishstatutebook.ie\)](#)

<sup>2</sup> <https://www.comreg.ie/industry/radio-spectrum/licensing/search-licence-type/telemetry/>

## 2 Application Form

### Part 1: Applicant Details

<b>Full Name of the company, firm or person in whose name the Licence is sought</b>	
<b>Trading name</b> (If different from above)	
<b>ComReg eLicensing account number</b>	
<b>Company Registration Number</b> (If limited company)	
<b>Registered Business address</b>	
<b>Contact name</b>	
<b>Contact phone number</b>	
<b>Contact e-mail for invoicing and payment of fees relating to the Licence</b>	
<b>Contact e-mail for general matters relating to the Licence</b>	

### Part 2: Application details

<b>Licence Type being applied for:</b>	<input type="checkbox"/> Regional On-site (up to 1 km radius) <input type="checkbox"/> Regional Local-area (up to 12.5 km radius) <input type="checkbox"/> Regional Wide-area (up to 25 km radius) <input type="checkbox"/> National
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<b>Please complete if a licence amendment is being requested:</b>	ComReg Account Number: ComReg Licence Reference:  Details of proposed amendment to original Licence:
<b>Requested frequency(ies):</b> <b>(Available frequencies are listed in Annex 1 of ComReg Document 24/45)</b>	Bandwidth Required (e.g. 12.5kHz, 25kHz etc):

### Part 3: Schedule of Apparatus

Please provide details of the Apparatus which the Applicant seeks to be authorised to keep and have possession of, in Microsoft Excel format, under the following headings:

Equipment Index Reference	Equipment Description	Manufacturer	Model

### Part 4: Apparatus Location and Details

Please provide details of the locations of the Apparatus which the Applicant seeks to be authorised to keep and have possession of, in Microsoft Excel format, under the following headings:

Site Identity	Latitude (decimal degrees)	Longitude (decimal degrees)	Equipment Index Reference	ERP	Is this base the Centrally Nominated Location? <sup>3</sup>
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>3</sup> Central Nominated location is the point from which the coverage area is measured. This may be located at a base station or another specified location.

## Part 5: Payment of Licence fee

In accordance with Regulation 9 of the Regulations, the initial fee for a Telemetry Licence is set out as follows:

Telemetry Licence Type	Number of 2 × 12.5 kHz Channels <sup>4</sup> Assigned in a Licence	Annual Licence Fee (to be adjusted for CPI)
On-site	1	€133
Local-area	1	€531
Wide-area	1	€1062
National	12	€47,794 (per 12 channel block)

ComReg will update the licence fees on the same date annually for CPI and this will apply to all licensees.

The CPI adjustment, is set out in the following formula as follows:

$$B = \frac{CPI_t}{CPI_{2024}} * 100$$

The fees are based on a duplex 12.5 kHz channel (2 x 12.5 kHz). If a 2 x 25 kHz channel is required, then two adjacent 12.5 kHz channels may be aggregated. In such cases the fees payable will be as if two separate 12.5 kHz channels were assigned.

Where  $CPI_t$  represents the 12-month Consumer Price Index figures published by the Central Statistics Office, for year t, the year immediately preceding the indexation.  $CPI_{2024}$  represents the 12-month Consumer Price Index figures published by the Central Statistics Office for 2024. The first indexation shall take place on the 8 July 2026 and shall occur annually thereafter on that same date.

The Licence Fee indexed to the Consumer Price Index is equal to:

$$C = A \times B$$

Where:

- A is the Base Fee for a Licence; and
- B is the CPI adjustment for the relevant period

<sup>4</sup> The fees are based on a duplex 12.5 kHz channel (2 × 12.5 kHz). If a 2 × 25 kHz channel is required, then two adjacent 12.5 kHz channels may be aggregated. In such cases the fee charged will be as if two separate 12.5 kHz channels were assigned.

## Method of Payment:

### For new applicants:

To pay by credit card:

Please log into [www.licensing.comreg.ie](http://www.licensing.comreg.ie) to create an account. You will receive an email to activate that account and to create a PIN. Once the account has been activated, log on to the account and “Top Up” the account with the relevant fee.

To pay by EFT:

Payments can 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: IE62BOFI90003317806887

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

- Your Bank quotes **your Account Number** in making the transfer to ComReg.
- You forward details of the date of and amount of payment to ComReg's Accounts Department ([accounts@comreg.ie](mailto:accounts@comreg.ie)).

### For existing account holders:

To pay by credit card:

Please log into [www.licensing.comreg.ie](http://www.licensing.comreg.ie) and “Top Up” the account with the relevant fee.

To pay by EFT:

Payments can be made to:  
Bank of Ireland, 6 Lower O'Connell Street, Dublin 1  
Account Number: 17806887  
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## Part 6: Application Declaration Form

### Declaration by Applicant

I hereby certify that the information provided in this Application is, to the best of my knowledge, true and complete and I accept that the provision of incorrect or misleading information, or mis-declarations in this form, may render this Application, and any Licence granted on foot of this Application, null and void.

In accordance with the Wireless Telegraphy Act of 1926, as amended, I accept responsibility for the installation and maintenance of the Apparatus.

I accept that the grant of a Licence does not confer any right of ownership of the frequency spectrum to which the Licence relates and agree to abide by all conditions of the Licence and any direction made by the Commission for Communications Regulation ("ComReg") from time to time.

I confirm that no change will be made in any of the foregoing without the prior approval of ComReg.

I certify that I am duly authorised by \_\_\_\_\_  
(*Applicant name*) to make this declaration and to sign on behalf of  
\_\_\_\_\_ (*Applicant name*).

Signature: \_\_\_\_\_

Name in Capital Letters Only: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_