



Commission for  
**Communications Regulation**

**APPLICATION FORM**

## **Air Traffic Services Licence**

<b>Document No:</b>	<b>ComReg 11/07b</b>
<b>Date:</b>	<b>2 February 2011</b>

**An Coimisiún um Rialáil Cumarsáide**

**Commission for Communications Regulation**

Abbey Court Irish Life Centre Lower Abbey Street Dublin 1 Ireland

Telephone +353 1 804 9600 Fax +353 1 804 9680 Email [info@comreg.ie](mailto:info@comreg.ie) Web [www.comreg.ie](http://www.comreg.ie)

## Notes for Applicants

**Before making an application to ComReg, applicants must be in possession of a Frequency Assignment Document from The Irish Aviation Authority (IAA) in respect of the system, or combination of systems in question.**

**For further details contact; [AeronauticalFrequencyAssignments@iaa.ie](mailto:AeronauticalFrequencyAssignments@iaa.ie)**

1. The Commission for Communications Regulation's (ComReg) will issue An Air Traffic Services licence in respect of a system, or combination of systems, not installed on aircraft, that use aeronautical frequencies (excluding Aeronautical Radionavigation and Radiolocation) which is/are owned and operated by a single entity.
2. Prior to completing an application, applicants are advised to read Document ComReg 11/07 Radiodetermination, Air Traffic and Maritime services Licence Guidelines.
3. Before applying to ComReg, all applicants must contact the IAA to obtain a Frequency Assignment Document. This document must accompany all Air Traffic Services applications to ComReg.

N.B. IAA frequency assignments are conditional on the applicant applying to ComReg for a Wireless Telegraphy licence within 30 days of the receipt of the assignment and are considered invalid after 30 days if an application is not received by ComReg.

4. The IAA Frequency Assignment Document will be inserted as Part 2 of the ComReg Wireless Telegraphy licence.
5. An application cannot be processed until ComReg has received a complete application. To submit a valid application, it is necessary to:
  - complete all sections of the Application Form
  - attach the Frequency Assignment document as obtained from the IAA, and
  - submit the full licence fee with the application
6. All new Air Traffic Services Licence shall incur a fee of €500.  
Licence Amendments shall incur a fee of €30
7. Completed Applications should be forwarded by post to;

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

It should be noted that it is an offence under Section 3 of the "Wireless Telegraphy Act, 1926" to hold wireless telegraphy apparatus without an appropriate licence and such apparatus must not be acquired on the assumption that a licence will be granted.

## The Application Form

<b>Part 1: General Details</b>		
<b>Type of Application</b>	<b>New</b> <input type="checkbox"/>	<b>Amendment</b> <input type="checkbox"/>
<b>For Amendment:</b> Licence No. of Existing Licence:		

### Applicant Details

<b>Full Name of the Company or Person in whose name the licence is sought.</b>	
<b>Full Postal Address:</b>	
<b>Contact Name:</b>	
<b>If Company, Position held:</b>	
<b>Contact Phone Number:</b>	
<b>Contact E-mail:</b>	
<b>Contact Fax Number:</b>	
<b>ComReg Account Number*: (If existing Licensee)</b>	
<b>Email Address to which Correspondence is to be sent:</b>	

\*This is the account number allocated to you by ComReg. It is unique for you/your company. You will have an account number if you applied in the past to ComReg for any type of licence. This account number is printed on ComReg correspondence (such as invoices, renewal notices etc).

**Any personal information which you provide to ComReg will be treated strictly in accordance with the Data Protection Acts, 1988 & 2003**

<b>Part 2:</b>	<b>Technical Details</b>
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The technical details relating to your application are contained in the the Frequency Assignment Document/s which you obtained from the IAA. This/these must be attached with this Application Form

The Frequency Assignment Document will form part of the ComReg Wireless Telegraphy licence.

<b>Part 3: Declaration by Applicant</b>
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I hereby 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 prosecution for contraventions of the Wireless Telegraphy Act 1926 in respect of any inaccurate information contained in this application.

In accordance with the Wireless Telegraphy Act 1926, I accept responsibility for the installation, maintenance and operation of the Air Traffic Services System if approved.

I hereby certify that the radio equipment is compliant the Radio and Telecommunication terminal Equipment Directive <sup>1</sup>1999/5/EC (the “R&TTE Directive”)

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: \_\_\_\_\_

On behalf of (Company): \_\_\_\_\_

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

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

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<sup>1</sup> Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity available at <http://europa.eu.int/comm/enterprise/rtte/dir99-5.htm>

<b>Part 4: Fees and Method of Payment</b>
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**4A: Licence Fee**

The fees payable for a Air Traffic Services Licence are:

New Application	€500
Licence Amendment	€30

**4B: Method of Payment:**

<b>Cheque / Postal Order</b>	Cheques / Postal Orders should be crossed and made payable to <i>The Commission for Communications Regulation</i>
<b>Credit Card</b>	<p>Credit card payments can be accepted</p> <ul style="list-style-type: none"> <li>○ By completing the Credit Card payment form below</li> </ul> <p>For existing ComReg account holders accepted, payments can made</p> <ul style="list-style-type: none"> <li>○ Over the telephone - contact accounts at 01 8049618</li> <li>○ On-Line, using <a href="http://www.licensing.comreg.ie">www.licensing.comreg.ie</a></li> </ul>

**Credit Card Payment Form:**

**Type of Card:**            **Visa**     **Access / MasterCard**     **Laser**

Card Number :    \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_

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

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

\_\_\_\_\_

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

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

**For Existing account holders only**

<b>Bank Transfer / Electronic Funds Transfer (EFT)</b>	<p>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: BOFIIIE2D  IBAN No: IE62 BOFI 9000 3317 8068 87.</p> <p>If making a bank transfer/EFT, please ensure that:</p> <ul style="list-style-type: none"> <li>· Your Bank quotes <b>your Account Number</b> in making the transfer to ComReg.</li> <li>· You forward details of the date of and amount of payment to our Accounts Department (<a href="mailto:accounts@comreg.ie">accounts@comreg.ie</a>).</li> </ul>
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