



Commission for
Communications Regulation

APPLICATION FORM

**Amateur Station:
Special Event Licence**

Document No:	ComReg 09/45(e)R1
Date:	May 2017

An Coimisiún um Rialáil Cumarsáide
Commission for Communications Regulation
1 Dockland Central, Guild Street, Dublin 1, D01 EX40, Ireland
Telephone +353 1 804 9600 *Email* info@comreg.ie *Web* www.comreg.ie

Notes for Applicants

1. This application form sets out the standard information which is required for an Amateur Station: Special Event Licence.

In certain cases, the Commission for Communications Regulation may seek further information or clarification from the applicant.

2. To submit a complete application, it is necessary:
 - to complete all sections of the Application Form and
 - to submit the full licence fee with the application

An application cannot be processed until ComReg has received a complete application.

3. All Amateur Station: Special Event Licences shall incur a fee of €30.

Licence Amendments shall incur a fee of €30

4. Special Event Licences are only granted for a specific period and expire thereafter. If the amateur running the Special Event wishes to continue to use such a Station, a new application must be submitted to ComReg.
5. Prior to completing an application, applicants are advised to read document ComReg09/45 Amateur Station Licence Guidelines.
6. Completed Applications should be forwarded by post to

The Commission for Communications Regulation
Licensing Section –Amateur Station Licences
1 Dockland Central
Guild Street
Dublin 1 D01 EX40, Ireland

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.

APPLICATION FOR AN AMATEUR STATION: SPECIAL EVENT LICENCE

PART 1

General Details:

<p>1. Applicant Name (Block letters)</p>	<p>First Name/s: _____</p> <p>Surname: _____</p>
<p>2. Full Postal Address of normal residence</p>	<p>Address:</p> <p>Postcode: County:</p> <p>Country:</p>
<p>3. Details of Amateur Licence Held.</p> <p>(a) Class of Licence</p> <p>(b) Country of Origin</p> <p>(c) Call Sign</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>4. <u>Qualifications:</u></p> <p>Please provide details of HAREC or other certification.</p> <p>Certificate Number;</p> <p>Date Certification Issued;</p> <p>(Copy of Certificate must be furnished)</p>	<p>_____</p> <p>_____</p>
<p>5. Telephone Number</p>	<p>_____</p>

6. E-mail Address	
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Special Event Details

7. Duration (a) (months, days) or (b) Start Date/Time & Finish Time Date (if event is for competition purposes please give details of competitions in table format)	_____ Months _____ Days <p style="text-align: center;">or</p> Start: _____ Finish: _____
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8. Particulars and Nature of Special Event

Proposed Special Event Callsign*

9. Event Callsign 1 st Choice 2 nd Choice	EI - ____ - _____ EI - ____ - _____
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* the format of which should follow the format as specified in the Amateur Station Licence Guidelines (ComReg 09/45).

10. Requirement Details: (a) Frequency Bands Required (b) Maximum Output (c) Modes of Emission Required (d) Is Mobile Operation Required?	----- ----- ----- ----- Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>11. Station Details:</p> <p>(a) Full postal address of the proposed station with telephone number (if any).</p> <p>(b) Station Location Co-Ordinates</p>	<p>Address:</p> <p>Postcode:</p> <p>County:</p> <p>Phone No:</p> <p>Easting <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Northing <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Or Latitude <input type="checkbox"/><input type="checkbox"/> N <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> Longitude <input type="checkbox"/><input type="checkbox"/> E <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/></p>
<p>12. Station Contact (If different from above)</p>	<p>Name; Address:</p>
<p>13. Particulars of Equipment which it is proposed to use:</p> <p>Is Standard Equipment proposed</p> <p>Is the equipment appropriately compliant?¹</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>26. Publication of licensee Data</p> <p>The Commission provides licensee details to authorised 3rd parties² for the update of Callsign books.</p> <p>Callsigns are automatically provided however, your name and station address will be withheld in all instances unless you specify your consent by ticking the box across.</p>	<p>I wish to have the Station Call-Sign and address included for Call-Sign book updates.</p> <p><input type="checkbox"/> - Please publish information</p>
<p>All personal data provided to ComReg will be treated strictly in accordance with the Data Protection Acts, 1988 & 2003</p>	

¹ In common with other licensed radio services, all commercial radio equipment must comply with the Radio and Telecommunications Terminal Equipment Directive 1999/5/EC (the R&TTE Directive). Information on the R&TTE Directive may be found in ComReg documents 00/61 and 00/62R – please note that these documents are subject to revision and updates.

² Irish Radio Transmitter Society and PW Publishing [NEED TO SPELL OUT WHO THESE PEOPLE ARE AND WHY WE ARE SHARING INFORMATION WITH THEM]

PART 2 Declaration by Applicant

I hereby certify that the information provided in this application is to the best of my knowledge true and complete and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of inaccurate information or misdeclarations contained in this application.

In accordance with the Wireless Telegraphy Act of 1926, 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.

I accept that the Commission may publish / make available information relating to Amateur Station Licences and certain information relating to this application may be contained in such publications

Signature of Applicant: _____

Date: _____

PART 3

Fees and Method of Payment

3A: Licence Fee

The fees payable for an Amateur Station: Special Event Licence are:

New Application	€30
Licence Amendment	€30

3B: Method of Payment:

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

Credit Card Payment Form:

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

Card Number : ___ ___ ___ ___ / ___ ___ ___ ___ / ___ ___ ___ ___ / ___ ___ ___ ___

Cardholder's Name: _____

Cardholder's Address: _____

Expiry Date: ___ ___ / ___ ___

For Existing account holders only

Bank Transfer / Electronic Funds Transfer (EFT)	<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"> · Your Bank quotes your Account Number and "Amateur Station Application" in making the transfer to ComReg. · You forward details of the date of and amount of payment to our Accounts Department (accounts@comreg.ie).
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