



Commission for  
**Communications Regulation**

**APPLICATION FORM**

**Amateur Station:**

**Visitors' Temporary Licence**

<b>Document No:</b>	<b>ComReg 09/45(f)R1</b>
<b>Date:</b>	<b>May 2017</b>

**An Coimisiún um Rialáil Cumarsáide**

**Commission for Communications Regulation**

1 Dockland Central, Guild St, Dublin 1, D01 EX40, Ireland

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

## Notes for Applicants

1. This application form sets out the standard information which is required for a Visitors' Temporary 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 Visitors Temporary Licences shall incur a fee of €30
4. The maximum duration of a Visitor Temporary Licence is 12 months
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 St  
Dublin 1  
D 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 A VISITORS'  
TEMPORARY  
AMATEUR STATION LICENCE**

**PART 1**

**General Details:**

<b>1. Type of Licence required</b>	New <input type="checkbox"/> <b>or</b> Amendment <input type="checkbox"/>
<b>2. Applicant Name - as it appears on Birth Certificate (<u>Block letters</u>)</b>  Should also be the same as that showing on HAREC(or other) certification	First Name/s: _____  Surname: _____
<b>3. Full Postal Address of normal residence</b>	Address:        Postcode: County:  Country:
<b>3.1 e-mail address</b>	
<b>4. If Licence Amendment:</b>  Please provide the Licence Reference No. (i.e.ER) and Callsign of the Licence to be Amended.	
<b>5. Inclusive Dates of Visit</b>	From: _____ To: _____

<p><b>6.</b> (a) Date of Birth (b) Country of Birth</p>	
<p><b>7.</b> 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><b>8. Qualifications:</b></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><b>9. Requirement Details:</b></p> <p>(a) Frequency Bands Required</p> <p>(b) Maximum Output</p> <p>(c) Modes of Emission Required</p> <p>(d) Is Mobile Operation Required?</p>	<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p><b>10. Station Details:</b></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"/><input type="checkbox"/></p> <p>Northing          <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;">Or</p> <p>Latitude           <input type="checkbox"/><input type="checkbox"/> N   <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/></p> <p>Longitude         <input type="checkbox"/><input type="checkbox"/> E   <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/></p>
<p><b>11. Station Contact (If different from above)</b></p>	<p>Name;</p> <p>Address:</p>
<p><b>12. Particulars of Equipment which it is proposed to use:</b></p> <p>Is Standard Equipment proposed</p> <p>Is the equipment appropriately compliant?<sup>1</sup></p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p><b>13. Publication of licensee Data</b></p> <p>The Commission provides licensee details to authorised 3<sup>rd</sup> parties<sup>2</sup> for the update of Callsign books.</p> <p>Callsigns are automatically provided however, <b>your name and station address will be withheld in all instances</b> unless you specify your consent by ticking the box across.</p>	<p>I wish to have my name and station address included for Call-Sign book updates.</p> <p><input type="checkbox"/> - Please <b>publish</b> information</p>
<p>All personal data provided to ComReg will be treated strictly in accordance with the Data Protection Acts, 1988 &amp; 2003</p>	

<sup>1</sup> 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.

<sup>2</sup> IRTS and PW Publishing

**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**

Fees payable:

Visitors Temporary Station Licence; €30.00.

Licence Amendment: €30.00.

**3B: 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>o By completing the Credit Card payment form below</li> </ul> <p>For existing ComReg account holders accepted, payments can be made</p> <ul style="list-style-type: none"> <li>o Over the telephone - contact accounts at 01 8049618</li> <li>o 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: \_\_\_\_ / \_\_\_\_

**For Existing account holders only**

<b>Bank Transfer / Electronic Funds Transfer (EFT)</b>	<p>Transfers to ComReg's account should be made to:</p> <p style="padding-left: 40px;">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.</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> and "<b>Amateur Station Application</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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