



Commission for  
**Communications Regulation**

# Application Form

Third Party Business Radio Application Form

Application Form

**Reference:** ComReg 05/82aR3

**Date:** 07/10/2015

**An Coimisiún um Rialáil Cumarsáide**

**Commission for Communications Regulation**

Abbey Court Irish Life Centre Lower Abbey Street Dublin 1 Ireland

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# 1 Notes for Applicants

1. In accordance with the Wireless Telegraphy Act, 1926, the appropriate licence must be held to cover possession or use of radio equipment. Possession or use of radio equipment without a licence is an offence which renders the offender liable to prosecution and, on conviction, fines and confiscation of equipment.
2. This application form sets out the standard information that is required for a Third Party Business Radio (TPBR) licence. In certain cases, the Commission for Communications Regulation may seek further information or clarification from the applicant.
3. The TPBR scheme is open to all interested parties from 18 November 2015.
4. Interested parties may apply for TPBR licences for all channels that are currently assigned, **one month prior to the licence expiry date** however, the new licence will not commence until the current licence has expired. (See Annex 1 of ComReg Document 05/82R3 for full details of licence expiry dates).
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
  - submit the full licence fee with the application
6. If there is insufficient space available on the application form, please attach any additional information on a separate sheet(s), indicating the appropriate section and question.
7. The fee for a TPBR licence is €5,000 per 12.5 kHz paired channel.
8. Application forms not adequately completed cannot be considered as valid applications and may be returned to the applicant, unless the applicant corrects the application in a timely manner. Guidance for TPBR applications is given in ComReg Document 05/82R3.
9. Applications for a TPBR licence must be submitted to:

The Commission for Communications Regulation  
Licensing Section (Ref: TPBR Licensing Scheme),  
Abbey Court,  
Irish Life Centre,  
Lower Abbey Street,  
Dublin 1.

## Application for Third Party Business Radio Licence

### Section 1: Contact Details

#### 1A: Applicant Details

Full Name of the Company, Firm or Person in whose name the Licence is sought:	
Registered Number in the Companies Registration Office:	
Trading Name: (If different from above)	
ComReg Account Number <sup>1</sup> : (If applicable)	
Business Address:	
Contact Name <sup>2</sup> :	
Phone No:	
Fax No:	
E-Mail:	
Name and Address to which the Licence / Correspondence is to be sent: (if different from address given above)	Name:  Address:

<sup>1</sup> This is the account number allocated to you by ComReg; it is unique for you/your company. You generally 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.

<sup>2</sup> Generally this is the person in your organisation to contact in relation to the licence application.

**1B: Technical Contact Details<sup>3</sup>**

Name:	
Address:	
County or Postcode:	
Country:	
Phone No:	
Fax No:	
E-Mail:	

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<sup>3</sup> If the technical contact person is not the same as the person(s) in the Applicant Details section, the applicant should nominate a technical contact who will be in a position to act for the applicant and to furnish information about the application if called upon to do so.

**Section 2: TPBR Application Details**

**2A: Number of Channels Requested**

TPBR Frequency Band	
VHF High Band (156-174 MHz)	Please list the Channels Requested in order of preference using their Channel Reference Numbers* (e.g. TBV- 03, TBV-05 etc.)
UHF (450-470 MHz)	Please list the Channels Requested in order of preference using their Channel Reference Numbers*  (e.g. TBU- 03, TBU-05 etc.)

\*Annex 1 of the Guidelines Document (ComReg Document 05/82R3) lists the available channels for both bands.

**2B: Technical & Base Operation Details**

This information is requested in order to assist in any interference investigations that may arise and to satisfy Part One of the TPBR licence where information on the apparatus and places where the Licensee is authorised to keep and have possession is required.

Applicants are requested to provide details of the intended base operation stations on application.

For each TPBR licence licensees are requested to submit this information every 12 months and to certify that their TPBR equipment is R&TTE compliant.

	Site Name or Site ID	Easting	Northing	Site Height above Sea Level (Metres)	Frequency (MHz)	Base ERP (Watts)	Antenna Type (Please tick)	
							Omni-Directional	Directional
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**For Existing Licences:**

I certify that all TPBR equipment used is R&TTE compliant.

Name: \_\_\_\_\_

TPBR Licence Number: \_\_\_\_\_

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

**Section 3: Declaration Form – Third Party Business Radio**

I have read the Guidelines for applicants for Third Party Business Radio Licences (TPBR) (05/82R3) and understand the details of the licensing scheme.

I accept that ComReg may publish information relating to licensed radio systems and that certain information relating to any licence issued pursuant to this application may be contained in any such publication.

I agree to comply fully with all the terms and conditions of the licence, if granted, in accordance with the Wireless Telegraphy (Third Party Business Radio Licence) Regulations, 2003.

I certify that the all TPBR equipment used is R&TTE compliant.

I certify that all information provided on this form, including all documentation attached, is true and accurate.

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

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

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

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

(If applicant is part of a company, please state position held):

## Section 4: Fees and Method of Payment

The fee payable for a TPBR licence is €5000 per channel for a five year TPBR licence.

Cheque / Postal Order	<p>Cheques / Postal Orders should be crossed and made payable to</p> <ul style="list-style-type: none"> <li>The Commission for Communications Regulation</li> </ul>
Bank Transfer / Electronic Funds Transfer (EFT)	<p>Transfers to ComReg's account should be made to:</p> <p>Bank of Ireland, 6 Lower O'Connell Street, Dublin 1.</p> <p>Account Number: 17806887</p> <p>Sort Code: 90-00-33</p> <p>BIC Code: BOFIE2D</p> <p>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 your Name and "<b>TPBR 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 (accounts@comreg.ie).</li> </ul>
Credit Card	<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													
Card Type (Please Tick)		Visa				Access/MasterCard				Debit/Laser			
Card Number													
Cardholders Name													
Cardholders Address													
Expiry Date													
Signature													
Date:													



## Section 5: Request for TPBR Licence Transfer

Only existing TPBR licensees requesting the transfer of a TPBR licence need to complete this section.

### 5A: Details on Existing TPBR Licences

ComReg Account Number <sup>4</sup> :	
Existing TPBR Licence Numbers	

### 5B: Request to transfer TPBR Licence(s)

TPBR Licence number (s) to be transferred	
Details of Transfer <sup>5</sup> :	
Please complete Section 1 of this application form with the contact details of the party to whom you are requesting that this licence be transferred.	

<sup>4</sup> This is the account number allocated to you by ComReg; it is unique for you/your company. You generally 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.

<sup>5</sup> Indicate the precise changes which are proposed and, where appropriate, justification for the changes. In addition include all details of any potential impact on existing service areas and signal level limits.

