

Application Form for Fixed apparatus licence(s)



General Instructions

- Applications for apparatus licences are made in accordance with section 99 of the *Radiocommunications Act 1992*.
- Before filling out this form, please read these general instructions. If you are unsure how to complete any part of the application form, please refer to the Guidance Notes attached to this application form.
- Please print clearly. Illegible, unclear or incomplete application forms may delay processing or forms may be returned for completion.
- Applicant's details: provide the existing or proposed licensee's details, not those of an agent.
- Disclosure of personal details** - Information provided by the applicant or authorised representative in a field of this form that is marked with an asterisk (*) is required by section 147 of the Radiocommunications Act to be disclosed to the public by the ACMA in the Register of Radiocommunications Licences. The ACMA will disclose the contents of the Register by making it available for inspection at any ACMA office and on its website.

A Application Type

Please specify application type (TICK ONE): () New service () Variation to an existing service

B Licence Details

- Licence Sub-Type:
- | | |
|---------------------------------------|---|
| () Point to Multipoint | () Point to Multipoint Land Mobile Spec |
| () Point to Multipoint System | () Point to Multipoint Land Mobile Spec (400 MHz Replan) |
| () Point to Point | () Point to Point (400 MHz Replan) |
| () Point to Point (5.8 GHz Band) | () Point to Point (900 MHz STL) |
| () Point to Point (Self Coordinated) | () Sound Outside Broadcast |
| () Television Outside Broadcast | () Television Outside Broadcast Network |
| () Temporary Fixed Link | () Television Outside Broadcast System |

C Applicant Details

Customer number *

Name (or contact name if an organisation) *

GIVEN NAMES
FAMILY NAME

Organisation name*

Trading name *

ACN *

ABN *

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Industry Type (Description of main business activity; e.g. Construction, Mining, Manufacturing)

Entity Type (Description of entity type; e.g. Australian Public Company, Individual/Sole Trader, Local Government)

Contact details

BUSINESS ()
MOBILE
OTHER PHONE ()
FACSIMILE ()
EMAIL

Postal address *

<input type="text"/>
<input type="text"/>
POSTCODE

Residential or business address

IF NO POSTAL ADDRESS IS PROVIDED, THE RESIDENTIAL OR BUSINESS ADDRESS WILL BE TAKEN AS THE POSTAL ADDRESS AND THE ABOVE MENTIONED DISCLOSURE PROVISIONS WILL APPLY.

<input type="text"/>
<input type="text"/>
POSTCODE

D Licence Details

Licences are usually issued for 1 year. If licences are required for periods other than 1 year, please specify the period: (up to 5 years)

If you would like licence(s) to have particular start and expiry dates, please specify them here:

Start	Expiry
-------	--------

E Payment of fees

Licences issued for periods up to, and including, one year must be paid for in full at time of application. Licences issued for longer periods may be paid for in full at the time of application, or by annual instalments. Further details about payment options can be found in the ACMA's Apparatus Licence Fee Schedule available on the ACMA website at www.acma.gov.au.

- () I wish to pay for the licence in full.
- () I wish to pay by annual instalments.

Important notes on payment of fees:

- Cheques or money orders should be made payable to the **Australian Communications and Media Authority**.
- Consideration of an application attracts an administrative charge, even if the ACMA refuses to issue the licence.

F Service Details

Callsign

Operation (not required for Point to Point (900 MHz STL licences))

- () Simplex (one frequency) () Duplex (two frequencies)

Nature of Service

Description of Service

G Station Details

Area ID (refer to Guidance Notes)

Site ID (if using an existing ACMA site)

Site address and coordinates

If you have not provided an existing ACMA area or site ID, you must include a map or sketch of the radio site (refer to Section H) and complete the items below. If you have provided an ACMA area or site ID then Items A, B and/or C are not required.

(A) Site address / Reception Area*

Site Name/Reception Area	
Street	
Suburb / Town	Postcode

(B) Map grid coordinates (NOT REQUIRED IF ITEM C COMPLETED)

Coordinate system used (TICK ONE)

- AMG66 MGA94 WGS84

Zone *		Easting *				Northing *					

(C) Geographic coordinates (NOT REQUIRED IF ITEM B COMPLETED)

Datum used (TICK ONE)

- AGD66 GDA94 WGS84 Other:

Latitude	Longitude
South	East

Site Manager or Site Contact

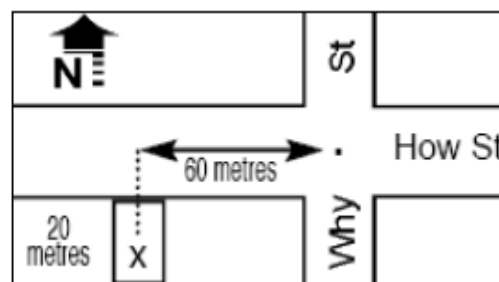
NAME
TELEPHONE NUMBER: ()

H Site sketch and additional information

IMPORTANT: For either a new site or a site where the ACMA site ID has not been supplied, it is essential that a map or sketch be included, as an attachment. The location of the antenna at the transmitter site should be clearly marked with an 'X', as in the example to the right, sufficient to establish that location with an accuracy of 10 metres. It is your responsibility to provide accurate information.

Maps and high resolution satellite imagery, available from internet websites such as Google Maps or Google Earth and many of the state mapping authorities, can serve as base maps for such sketches.

Any additional information needed to complete or supplement requested information may also be provided as an attachment.



I Spectrum Details

Operating frequency

	Frequency (SPECIFY FREQUENCY UNITS)
Transmit *	
Receive *	

Tuning Range of Equipment (IF NO OPERATING FREQUENCY LISTED)

	Lower frequency	Upper frequency
Transmit *		
Receive *		

Transmitter power * (if applicable)	
Radiated power (if applicable)	EIRP
Fixed losses (if applicable)	
Channel bandwidth	
Emission designation *	
Communication distance (max)	km

Adaptive Transmit PCCP Level (for Point to Point services only)

Power Indicator

Px (Peak) Py (Mean) Pz (Carrier)

Transmission characteristics (SPECIFY UNITS FOR PARAMETER VALUES)

J Equipment Details

Operating Mode

Transmitter Transceiver Receiver

Antenna Details

Antenna ID * Description *

Manufacturer * Model *

3 dB Beamwidth * Gain * Front-to-back ratio *

Vertical Plane deg.	Horizontal Plane deg.	dB dBd	dB
------------------------	--------------------------	-----------	----

Polarisation * Tilt * Height above ground * Azimuth *

	deg.	metres	deg. True
--	------	--------	--------------

Antenna Pattern

IMPORTANT: For either a new antenna or an antenna where the ID has not been supplied, it is essential that antenna RPE data be supplied, as a separate file, preferably in NSMA format.

K Declaration (A LICENCE MUST BE HELD BY EITHER AN INDIVIDUAL OR A BODY CORPORATE)

I declare that the information provided in this application, and in any accompanying documents, by me as the applicant, or as a person authorised **by the applicant, is true and correct in every detail and that the equipment to be employed is of a type accepted by the ACMA for licensing purposes.

**If you are not registered with the ACMA as an accredited person, attach copy of written agency agreement confirming that you are authorised to act on the applicant's behalf in this particular matter; otherwise, sign the acknowledgment below.

I certify that I am authorised to act as an agent in relation to this application.

SIGNATURE
PRINT NAME
DATE
NAME OF AUTHORISED AGENT'S ORGANISATION (IF A BODY CORPORATE)

SIGNATURE
PRINT NAME
DATE
NAME OF AUTHORISED AGENTS ORGANISATION (IF A BODY CORPORATE)

L Where to send this form

Please send your completed application form and payment (where a set fee is applicable) to the ACMA Customer Service Centre. For any assistance with completing this form, please contact:

Customer Service Centre
PO Box 78
Belconnen ACT 2616

Telephone: 1300 850 115
Facsimile: (02) 6219 5347
Email: info@acma.gov.au

Guidance Notes

IF THESE INSTRUCTIONS DO NOT ANSWER YOUR QUERY, PLEASE CONTACT THE CUSTOMER SERVICE CENTRE

General Information

A fixed licence is issued for stations that:

- > are located principally:
 - at fixed points specified in the station's transmitter licence; or
 - in an area specified in the licence; and
- > are operated principally for communications with stations located:
 - at one or more other fixed points specified in the licence; or
 - in an area specified in the licence; and
- > if permitted by the station's transmitter licence, may communicate with:
 - an aircraft station, but not on an aeronautical frequency
 - a ship station, but not on a maritime frequency
 - land mobile station, but not on a land mobile frequency.

Fixed licensing options:

- > **Point to Multipoint**

The point to multipoint licensing option authorises communications between a station located at a known fixed point (the 'base' station) and more than one other station ('remote' stations) within an area specified on the licence.

The point to multipoint licensing option also authorises the operation of 'remote control' stations and 'supplementary base' stations.
- > **Point to Multipoint – Land Mobile Spec**

Same as above but utilising Land Mobile Spectrum
- > **Point to Multipoint System**

A point to multipoint system is a network of point to multipoint stations operating within a specified coverage area.
- > **Point to Point**

The point to point licensing option authorises communications between two fixed stations operating at known locations. Each transmitter must be separately licensed.
- > **Point to Point (5.8 GHz) Band**

The point to point (5.8 GHz band) licensing option is typically used to authorise fixed links with up to 200 Watts EIRP in regional and remote areas. It may also be used for links from subscriber outstation transmitters to hub station receivers.
- > **Point to Point (Self Coordinated)**

The point to point (self-coordinated) stations licensing option is typically used to authorise short haul fixed links in high density areas.
- > **Point to Point (900 MHz STL)**

A studio to transmitter links (STLs) are low capacity single frequency services used mainly by broadcast services for studio to transmitter links.
- > **Sound Outside Broadcast**

The sound outside broadcast authorises temporary fixed links that are used to facilitate radio broadcasting coverage of an event remotely located from the broadcasting studio.

- > **Television Outside Broadcast Network**

The television outside broadcast network licensing option authorises licensees to operate, on frequencies specified on their licences, an unlimited number of transmitters anywhere in Australia.
- > **Television Outside Broadcast**

The television outside broadcast licensing option authorises the operation of a transmitter on a particular frequency within an area specified on the licence.
- > **Television Outside Broadcast System**

The television outside broadcast licensing option authorises the operation of a transmitter on a particular frequency within an area specified on the licence.
- > **Temporary Fixed Link**

The temporary fixed link licensing option supports the deployment of radiocommunications links during emergencies. Typically, a temporary fixed link is required for deployment within hours of need arising for communications, such as during floods or bushfires.

Applying for multiple licences

If you wish to apply for multiple licences of the same type, please print multiple copies of this form and complete the relevant sections. The Customer Details and Declaration sections only need to be filled in once. To assist with the processing of your application, please label the top of each page e.g. 'Licence 1', 'Licence 2' etc.

Applying for multiple stations of the one licence

If you wish to apply for multiple stations under the same licence, please print and complete multiple copies of the relevant sections of this form. The Customer Details and Declaration sections only need to be filled in once. To assist with the processing of your application, please label the top of each page e.g. 'Station 1', 'Station 2' etc.

The remainder of these instructions provide section by section guidance on the information requested within the application form.

Section C – Customer Details

Customer Number – If you already have an ACMA customer ID you should provide the number in the box provided. The Customer ID will be quoted on any licence documentation previously sent to you. If you do not have an existing customer ID, the ACMA will allocate you with one.

Section F – Service Details

Callsigns – Callsigns are a unique combination of letters and numbers allocated to a radiocommunications user to identify a station. Licensee must use either a nominated callsign that complies with the ITU callsign regulations or request a callsign to be allocated by the ACMA. The callsign must be used at the start of each transmission or series of transmissions.

Further information about Callsigns can be found on the ACMA website –.

Nature of Service – Nature of service indicates the type of correspondence service maintained by the station, indicated by one of the following options:

ID	Description
CO	A station open to official correspondence exclusively
CP	A station open to public correspondence

CR	A station open to limited public correspondence
CV	A station open exclusively to correspondence of a private agency
OT	A station open exclusively to operational traffic of the service concerned

Section G – Station Details

Site Address – The site address is the full postal address for the station to be licensed. The site address is required when an existing site ID or area ID is not being used.

Area ID – For area wide services, one of the following area ID's must be provided:

ID	Name	ID	Name
1	Australia Wide	18	ACT
2	NSW	26	Coastal Areas
3	VIC	35	Australian Waters
4	QLD	36	Lord Howe Island
5	SA	37	Australian Aero
6	WA	68	Brisbane/Gold Coast HD
7	TAS	69	Newcastle HD
8	NT	70	Sydney/Wollongong HD
9	Antarctica	71	Melbourne/Geelong HD
10	Norfolk Island	72	Adelaide MD
11	Cocos/Keeling Island	73	Perth MD
12	Christmas Island	74	Low and Remote Density Areas
14	World Wide	75	Remote Density Area
16	Macquarie Island	76	Low Density Areas
17	Heard Island		

If one of the above areas does not meet your requirements, please contact RLAS to discuss the process for creating a new area.

Site ID – For sited services, an existing ACMA site ID must be provided. Where a new site is being used, the site address and coordinates details must be provided in the application form

Site manager or contact – The site manager or contact is the person the ACMA would need to contact if we required access to the site.

Sections H, I and J

Please copy these sections and provide the details relevant for each end of a point to point application

Section I – Spectrum Details

Channel bandwidth – Channel bandwidth refers to the width of the radio frequency measured in kilohertz (kHz).

Section J – Equipment Details

Antennal Height – The antenna height is the height of the top of the antenna above ground measured in metres.