



Commission for  
**Communications Regulation**

# **Guidelines and Application Form**

## **Aircraft Station Licence**

General Document

Reference: **09/44R4**

Date: **May 2017**

**An Coimisiún um Rialáil Cumarsáide**

**Commission for Communications Regulation**

One Dockland Central, Guild Street, Dublin 1, D01 E4X0, Ireland

Telephone +353 1 804 9600 Fax +353 1 804 9665 Email [info@comreg.ie](mailto:info@comreg.ie) Web [www.comreg.ie](http://www.comreg.ie)

# Guidelines and Application Form for an Aircraft Station Licence

## Contents

1	Introduction.....	2
2	Statutory Regulations.....	3
3	General Information.....	4
4	Licence Information.....	5
4.1	THE LICENSEE.....	5
4.2	THE LICENCE.....	5
4.3	LICENCE DURATION.....	5
4.4	LICENCE FEES PAYABLE.....	5
4.5	AMENDMENTS TO A LICENCE.....	6
4.6	TRANSFER OF A LICENCE.....	6
4.7	CANCELLATION OF A LICENCE.....	6
4.8	REVOCATION OF A LICENCE.....	6
5	Applying for a Licence.....	7
5.1	SUBMITTING AN APPLICATION.....	7
6	The Application Form.....	9

# 1 Introduction

The licensing of radio equipment on-board Irish aircraft is governed by the Wireless Telegraphy (Aircraft Station Licence) Regulations, Statutory Instrument 193 of 2009 (“the Regulations”). The Regulations detail, amongst other things, the terms and conditions under which a licence is granted.

The Commission for Communications (ComReg) administers the issue of licences for radio equipment on-board Irish aircraft (“Aircraft Station”) under the Regulations. In doing so, ComReg liaises closely with the Irish Aviation Authority (IAA) which has overall responsibility for regulation of the aviation industry in Ireland.

This document sets out ComReg’s guidelines and the relevant application form for persons wishing to apply for an Aircraft Station licence (“the Guidelines”).

ComReg encourages all potential applicants to read the Guidelines carefully if they are considering submitting an application.

Any queries regarding these guidelines or the licensing process can be directed to ComReg’s Licensing Operations Team:

Telephone: + 353 (0)1 804 9600  
E-mail: [licensing@comreg.ie](mailto:licensing@comreg.ie)

ComReg may revise the Guidelines and Application Forms from time to time.

## 2 Statutory Regulations

A Wireless Telegraphy licence is required under section 3 of the Wireless Telegraphy Act 1926 to keep and operate apparatus for wireless telegraphy.

The specific regulation governing the issue of licences for Aircraft Stations is the Wireless Telegraphy (Aircraft Station Licence) Regulations, Statutory Instrument 193 of 2009 - which is contained on our website at [www.comreg.ie/\\_fileupload/publications/SI193of2009.pdf](http://www.comreg.ie/_fileupload/publications/SI193of2009.pdf) - 2009-05-25

Applicants should be aware that any Aircraft Station Licence granted by ComReg is for the keeping and operation of apparatus for wireless telegraphy specified in the licence only. An Aircraft Station Licence does not absolve the licensee from complying with any other statutory obligations (e.g. airworthiness requirements).

## 3 General Information

An Aircraft Station Licence is required for the possession and operation of radio equipment on-board Irish aircraft. The term “Irish Aircraft” is defined in the Regulations and incorporates all types of aircraft, including balloons and gliders.

An Aircraft Station Licence is an international document which must be kept current at all times and any discrepancies in the document will render the Licence invalid. The original Aircraft Station Licence should be kept on-board the aircraft at all times and be available for production to appropriate authorities if required.

As previously stated, regulation of the aviation industry in Ireland is the responsibility of the Irish Aviation Authority (IAA). In this regard, the IAA should be contacted directly in relation to such matters as aircraft registration, aircraft inspections and radio operator qualification. For further details please see the IAA website at [www.iaa.ie](http://www.iaa.ie).

Details of the licence conditions attached to an Aircraft Station Licence are contained in Regulation 7 of the Regulations. Applicants are advised to familiarise themselves with these conditions as non-compliance with any of these conditions will render the Licensee liable to enforcement action by ComReg.

## 4 Licence Information

In accordance with Irish and International Obligations, all aircraft fitted with a radio must have an aircraft radio licence.

ComReg is subject to Irish and EU rules on the treatment and handling of confidential information, is a 'Public Body' for the purpose of the Freedom of Information Act 1997, and is bound by this Act in relation to the release of information.

Any personal information provided to ComReg will be treated in accordance with the Data Protection Acts, 1988 & 2003.

### 4.1 The Licensee

A Licensee must be the Registered Owner of the aircraft and be a legal entity i.e. an individual or a registered company.

### 4.2 The Licence

An Aircraft Station Licence does not confer any right of ownership of the frequency spectrum. It allows for the possession and use of Wireless Telegraphy equipment in accordance with the conditions of the Aircraft Station Licence.

### 4.3 Licence Duration

Aircraft Station Licences are issued for the lifetime of the aircraft specified in the licence.

It is the responsibility of the Licensee to ensure that their Licence details with ComReg remain valid and updated and, in this regard, Licensees are required to confirm to ComReg in writing each and every 5 years that their licence details are still correct. Failure to do so may result in suspension or revocation of the licence.

### 4.4 Licence Fees Payable

The grant of an Aircraft Station Licence is subject to payment of the following prescribed fees: (licence fees must be submitted with the application forms<sup>1</sup>).

New Licence:	€100
Amendment or Transfer:	€30

---

<sup>1</sup> It should be noted that payments made by electronic funds transfer may take a number of days to reach ComReg's account and application will not be processed until full payment has been received.

#### **4.5 Amendments to a Licence**

A licence amendment occurs when the details on the licence document are no longer correct and therefore need to be updated. For example, but not limited to, when:

- the radio equipment on-board the aircraft has been altered; and / or
- any other details indicated on the licence documentation requires amendment.

Where a Licensee seeks to amend the technical characteristics of an Aircraft Station Licence, the Licensee will need to provide an Aircraft Type approval (See Point 5.1 for details).

The Licensee should ensure sufficient time is allowed for this.

Under the Regulations, it is the responsibility of the Licensee to inform ComReg of any licence amendments as soon as they occur but in all circumstances no later than 28 days later. Failure to do so may result in suspension or revocation of the licence.

**NOTE:** In order to confirm that your information is correct, ComReg may request a new Part 2 of the licence to be submitted (see page 10) for Transfer of Ownership, or Amendment applications.

#### **4.6 Transfer of a Licence**

A Licensee may request that an Aircraft Station Licence be transferred to another party.

In this regard, only the Transfer of Ownership section in Part 4 of the Application Form must be completed by both parties and submitted to ComReg with the appropriate transfer fee of €30.

See note in section 4.5 above re Part 2.

#### **4.7 Cancellation of a Licence**

An Aircraft Station Licence should generally only be cancelled if an aircraft is being decommissioned or removed from the Irish Register.

An Aircraft Station Licence may be cancelled at the written request of the Licensee. However, there is no entitlement to any refund of Licence fees in the event of cancellation. Following cancellation, your original licence documentation must be returned to ComReg.

#### **4.8 Revocation of a Licence**

ComReg may suspend or revoke a licence where there is serious or repeated non-compliance by the Licensee with the conditions of the Aircraft Station Licence.

## 5 Applying for a Licence

All applications for new or amended Aircraft Station Licences must be made on the Application Form as contained in Section 6 of this document.

For Transfer of Ownership, Part 4 of the Application Form must be completed by both parties.

### 5.1 Submitting an Application

1. The application form must be completed in full and in accordance with these Guidelines. The application must include the appropriate approval for the type of aircraft, as detailed below.
2. Aircraft Approvals.

#### **For Annex I Aircraft:<sup>2</sup>**

ComReg requires the Registered Owner to submit their EASA Type Certification reference number as part of their application (see the Application Form, Part 1, Section 9(a)).

#### **For Annex II Aircraft:<sup>3</sup>**

ComReg requires the Registered Owner to submit their IAA Permit to Fly reference number or, where not yet available, a stamp and signature by the appropriate IAA recognised organisation, listed below (see the Application Form, Part 1, Section 9(b)).

- Irish Light Aviation Society
- National Microlight Association of Ireland, (NMAI)
- The Hibernia Autogyro Club

3. Part 2 of the application form, as submitted by the applicant, constitutes Part 2 of the Licence document and, accordingly, must not be provided in handwritten form, ComReg has made the application form available in a writeable PDF format.

---

<sup>2</sup> Are aircraft that have been type certificated and qualify for the issue of a Certificate of Airworthiness.

<sup>3</sup> Are aircraft that do not qualify for the issue of a Certificate of Airworthiness. EU Regulation 216/08 states it would not be appropriate to subject all aircraft to EASA rules, in particular aircraft that are of simple design or operate mainly on a local basis e.g. Microlight, Classic & Vintage, Gyrocopters and those that are home-built. Such aircraft should therefore remain under the regulatory control of the Member States. The four associations approved by the IAA and whom to apply to for specific Permits to Fly are; (For further details, access the IAA website at [www.iaa.ie](http://www.iaa.ie))

The tables below provide an example as to the correct manner by which Part 2 should be completed. Part numbers of equipment should not include only Make and Model.

Description and Characteristics of Apparatus

1	2	3	4
Nationality and Registration	Call-Sign	Type of Aircraft	Serial Number
Irish EI - XXX	EI-XXX	Manufacturer Make & model	As Applicable

Technical Conditions of Apparatus

5	6	7	8	9
Equipment	Make and Model	Power (ERP)	Class of Emission	Frequency or Bands
VHF Comms Transceiver	Honeywell RTA-44D	25 W	A3E	118.0 – 136.992 MHz

4. The Declaration Form in the application form (Part 3) must be signed.
5. The appropriate fee must be enclosed with the application form:
  - New Application €100
  - Licence Amendment or Transfer €30
6. To avoid a situation where ComReg cannot issue an Aircraft Station Licence by the required date, it is recommended that all applications be submitted a minimum of 2-3 weeks prior to the requirement date.
7. Applications may be submitted either by post (at address below), facsimile (01 8049665) or by e-mail (in .PDF format) to: [aircrafradio@comreg.ie](mailto:aircrafradio@comreg.ie)

Licensing Operations  
 The Commission for Communications Regulation  
 One Dockland Central  
 Guild Street  
 Dublin 1  
 D01 E4X0

<b>For Office Use Only:</b> AR EI-
--

# 6 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"/>
----------------------------	--	--

**Applicant Details**

<b>1.</b>	<b>Full Name of the Company or Person in whose name the licence is sought:</b>  (Must be the Aircraft Registered Owner)*	
<b>2.</b>	<b>Full Postal Address:</b>	
<b>3.</b>	<b>Contact Name:</b>	
<b>4.</b>	<b>If Company, Position held:</b>	
<b>5.</b>	<b>Contact Phone Number:</b>	
<b>6.</b>	<b>Contact E-mail:</b>	
<b>7.</b>	<b>Contact Fax Number:</b>	
<b>8.</b>	<b>ComReg Account Number**:</b> (If existing Licensee)	
<b>9(a).</b>	<b>EASA Type Certification #:</b>	
<b>9(b).</b>	<b><u>OR</u></b> <b>IAA Permit Ref # or IAA recognised Organisation Stamp and Signature:</b>	
<b>10.</b>	<b>Email Address to which Correspondence is to be sent:</b> (Must be an Authorised Agent) A person who possesses legal authorisation to act on behalf of the applicant	

\* This is the Registered Owner per the Irish Aircraft Register

\*\*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



**Part 3**

**Declaration by Applicant**

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 Aircraft Station if approved.

I hereby certify that the radio equipment fitted is approved in accordance with the type certification basis for the particular aircraft.

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: \_\_\_\_\_

**THE LICENSEE SHOULD BE AWARE THAT THEY ARE RESPONSIBLE IN LAW FOR THE RADIO SYSTEM AND ITS OPERATION REGARDLESS OF WHO SUPPLIES THE EQUIPMENT OR WHO OPERATES IT ON THEIR BEHALF**

**Part 4**

<b>AIRCRAFT STATION LICENCE TRANSFER OF OWNERSHIP FORM</b>
--

**4A: Current Licence Details**

<b>Licensee Name:</b>	
<b>Aircraft Call-sign / Registration:</b>	
<b>Aircraft Station Licence number (AR...):</b>	
<b>ComReg Account Number**:</b>	

**4B: New Licensee Details**

<b>Full Name of the Company or person in whose name the licence is sought: (Must be the Aircraft Registered Owner*)</b>	
<b>Full Postal Address:</b>	
<b>Contact Name:</b>	
<b>Contact Phone Number/s:</b>	
<b>Contact Fax Number:</b>	
<b>Contact Email:</b>	
<b>ComReg Account Number**:</b>	

We declare that the ownership of the aircraft detailed above was transferred to the new owner as identified at 4B. Accordingly, we request that the associated Wireless Telegraphy Aircraft Station Licence, as identified at 4A, be transferred to the new owner who agrees to be bound by the conditions under which the Aircraft Station Licence was issued.

We declare that the original licence will be destroyed once the transfer of ownership is complete.

Seller/Owner Signature

New Owner Signature

\_\_\_\_\_

\_\_\_\_\_

(Date)\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\* This is the Registered Owner as per the Irish Aircraft Register

\*\*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.

