



Commission for
Communications Regulation

APPLICATION FORM & GUIDANCE NOTES

Community Repeater Licence

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COMMUNITY REPEATER LICENCES

Memorandum for the Information of Intending Applicants

1. GENERAL

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.

- (a) A Community Repeater System is a commercial radio system offered by the Community Repeater Licensee to the customer. The Community Repeater is a base station that re-transmits what it receives using multiple codes to separate users. This allows multiple users to share repeaters' resources. The licensed operator may establish a base station on a high mountain or other high site which offers customers the advantage of extended radio coverage without the requirement to hold a radio licence. All radio stations on the system are covered by the operator's licence, i.e. the user does not have to hold a licence for controlling the base station (by means of a trigger station) or for the operation of his mobiles.
- (b) All Community Repeater systems are governed by the Wireless Telegraphy (Community Repeater Licence) Regulations, which came into effect on May 15, 1988.
- (c) A licence remains in force for one year from the date of issue but then expires unless renewed in accordance with the Regulations. The appropriate renewal fee must be paid and the relevant loading conditions in relation to the system must be satisfied.
- (d) Trigger stations and mobile stations which constitute part of the same Community Repeater System are deemed to be licensed under the relevant licence and additional stations may be added to the system but it is the responsibility of the licensed operator to submit details of any such additions for approval and for addition to the licence before such stations are brought into service.
- (e) Community Repeater channels are available in the range 68 – 87.5 MHz and 450 – 470 MHz frequency bands.
- (f) Applications from persons who wish to be licensed to operate Community Repeater systems may be made on the application form attached enclosing the fee indicated at Section 6.
- (g) In most cases it is necessary for the Commission to undertake co-ordination procedures with the other bodies or administrations (i.e. UK, I.A.A etc). As this normally takes a minimum of four weeks, this may delay the issue of the licence.

- (h) A licence should take no more than 4 weeks to issue, providing the application form has been correctly filled in and when the correct fee has been forwarded
- (i) If the application form is not completed fully, then additional information will be sought from the Applicant. This can significantly delay the processing of the application

2. GENERAL OPERATING CONDITIONS

- (a) The Wireless Telegraphy (Community Repeater Licence) Regulations, 1988, sets out the conditions under which licences are issued. All intending applicants are advised to familiarise themselves with these conditions. Copies of this legislation are available from the Government Publications Office.
- (b) A licensed operator is required to bring to the attention of all his trigger station users and of all other persons authorised to operate any such station terms, conditions and limitations contained in the Regulations.
- (c) There are a number of restrictions concerning the use of stations, e.g. prohibition on lengthy communications between trigger and mobile stations or between mobiles when they are at particular points. Communications between trigger stations is not allowed.
- (d) A licensee shall ensure -
 - (i) that any such apparatus shall be compatible with the apparatus of other stations
 - (ii) the safe and efficient performance of his community repeater system,
 - (iii) that his community repeater system is kept in good repair and does not pose or cause any threat or danger to any user of such station or the general public, and
 - (v) the efficient and orderly use of frequencies.
- (g) The Commission reserves the right to authorise the use of any radio frequency by any licensee.
- (h) A licensee shall ensure that the erection of all aerials and masts associated with the licensed radio system conforms to all requirements prescribed by law or to lawful direction of a competent authority. Particular attention is drawn to such requirements which relate to planning permission, installations in the proximity of airports, and precautions to be taken against possible damage to overhead cables and power lines
- (i) The licensee shall be responsible for all equipment connected to his community repeater system and for the operation of the system in accordance with the licence conditions.

3. LOADING OF STATIONS ON A COMMUNITY REPEATER SYSTEM

- (a) A licensed operator is required to have on his system at least 5 trigger stations operating in all a minimum of 20 mobile stations within 11 months of the issue of a licence.
- (b) Within 11 months of the first renewal of a licence and for all subsequent years he is required to have a minimum of 50 stations, which must include not less than 5 trigger stations.

Should the operator fail to achieve the minimum loadings at (a) and (b) above he will not have his licence renewed.

4. INSTALLATION OF A COMMUNITY REPEATER SYSTEM

Notification of Installation

There is an obligation on every licensed Community Repeater operator to furnish notification, within 3 months of the issue of a licence, of the installation of his system in the form of a written Declaration made before a notary public, a Commissioner for Oaths, a Peace Commissioner, or a person authorised by law to take and receive statutory declarations. Should he fail to do so his licence may be revoked after due notice having been given to him.

5. COMPLIANCE WITH R & TTE DIRECTIVE

All radio and telecommunications terminal equipment is required to comply with the Directive 1999/5/EC (“R&TTE Directive”). Information on the R & TTE Directive can be found on the ComReg web-site (www.comreg.ie) under document numbers 00/61 and 00/62.

6. LICENCE FEES

The prospective licensee is responsible for making the application for the licence and for payment of the relevant fees as described hereunder:

- (a) A non-refundable fee of €12 (£10) for processing each licence application:
- (b) A fee of €625 (£500) payable before the issue of a licence (the initial licence fee)¹;
- (c) A fee of €1000 (£800) for the renewal of a licence, payable one month before the expiry date of a licence each year.

¹ If the initial licence fee is not received from the applicant within 3 months of receipt of notification of a successful application the application will be deemed to have been withdrawn.

7. APPLICATION FOR LICENCE

Applications for licences should be addressed to:

**The Commission for Communications Regulation
1 Dockland Central
Guild Street
Dublin 1
D01 EX40**

**Tel: (01) 8049600
Fax: (01) 8049665**

APPLICATION FOR COMMUNITY REPEATER LICENCE

ALL SHADED SECTIONS MUST BE COMPLETED

PART 1

GENERAL INFORMATION

Contact Details

APPLICANT DETAILS

1. Full Name of the Company, firm or person in whose name the licence is sought	
2. Business Address	
3. Contact name ²	
4. Phone No.	
5. Fax No.	
6. E-Mail	
7. Address to which the licence is to be sent, if different from the address given above	

BUSINESS DETAILS

1. Registered name of Company / firm	
2. Company trade name (if different from above)	
3. For Limited Company registered number in the Companies Registration Office	
4. Name(s) of owner (s), partner (s) or Director	

SUPPLIER DETAILS ³

1. Company name	
2. Contact name ⁴	
3. Address	
4. Phone No.	
5. Fax No.	
6. E-Mail	

² Person in the organisation who is responsible for the radio equipment

³ Company which is supplying the radio equipment.

⁴ Supplier contact from whom technical information in relation to radio equipment can be obtained.

General Application Details

1. Nature of Application	New <input type="checkbox"/>	Amendment <input type="checkbox"/>
2. Details of existing licences (if applicable). You may attach a copy of any existing licence/s if you wish		
3. If an amendment to an existing licence is requested, please state the details of amendment.		
4. Please indicate the frequency band you wish to use	VHF Low (68 – 87.5 MHz)	
	UHF (450 – 470MHz)	
5. Address of Base Station		
6. National Grid Reference		
7. Height above sea level (metres)		
8. Height of Antenna above Ground Level (metres)		

PART 2

TECHNICAL DETAILS

Equipment in the system

BASE STATION

1. Equipment Manufacturer	
2. Equipment Model and Type	
3. R&TTE Compliant Y/N	
4. Equipment Harmonised Standard (ETSI etc) or equivalent	
5. Antenna Manufacturer	
6. Antenna Model	
7. Maximum Gain (dBi)	

TRIGGER STATIONS

1. Equipment Manufacturer	
2. Equipment Model and Type	
3. Equipment Harmonised Standard (ETSI etc) or equivalent	
4. R&TTE Compliant Y/N	

MOBILE STATIONS

1. Equipment Manufacturer	
2. Equipment Model and Type	
3. Equipment Harmonised Standard (ETSI etc) or equivalent	
4. R&TTE Compliant Y/N	

CALL-SIGN

1. If there is a call-sign that you wish to use, please enter it here (This is the identification code that users must use for all transmissions)	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							

STONE CONTROL

1. Tone Control System and Tone	CTCSS	
	DCS	
	OTHER (Please specify)	

FEES

The completed application form should be accompanied by €2.00 (£10.00) processing fee.

Other fees that will follow:

- (a) €25 (£500) payable within three months of the notification of approval, before the issue of a licence (the initial licence fee)⁵;
- (b) €1000 (£800) for the renewal of a licence, payable one month before the expiry date of a licence each year.

**Completed Applications should be sent to
The Commission for Communications Regulation
Licensing Unit
1 Dockland Central
Guild Street
Dublin 1
D01 EX40
Ireland**

METHOD OF PAYMENT

- Cheque** Cheques should be crossed and made payable to The Commission for Communications Regulation
- Postal Order** Postal Orders should be crossed and made payable to The Commission for Communications Regulation
- Direct Debit/
Standing Order** For details of these payments please contact our Accounts Division on (01) 8049618
- Bank Transfer** Transfers should be made to: Bank of Ireland, 28 Lower O'Connell Street, Dublin 1. Account Number: 17806887. Sort Code: 90-00-33. Please forward details of date and payment and amount of payment to our Accounts Division.
- Credit Card**

Visa Access/ Mastercard Laser

Card No:

Cardholder's Name: _____

Cardholder's Address: _____

Expiry Date: ____ / ____

Signature: _____

⁵ If the initial licence fee is not received from the applicant within 3 months of receipt of notification of a successful application the application will be deemed to have been withdrawn

PART 3

DECLARATION BY THE APPLICANT

Application is hereby made on behalf of _____
(Name of individual or company) for a licence to operate a Community Repeater system under the Wireless Telegraphy (Community Repeater Licence) Regulations, 1988. It is noted that not less than 5 trigger stations operating in all 20 mobile stations will have to be on the system within 11 months of the issue of a licence.

I accept responsibility for the installation, maintenance and operation of the system, if approved, in accordance with the Wireless Telegraphy (Community Repeater Licence) Regulations, 1988.

I confirm that no change will be made to the community repeater system without prior approval of The Commission for Communications Regulation.

Signature of applicant: _____

Name in Block Letters: _____

Date: _____

**THE APPLICANT/LICENSEE SHOULD BE AWARE THAT HE/SHE IS RESPONSIBLE
IN LAW FOR THE RADIO SYSTEM AND ITS OPERATION REGARDLESS OF WHO
SUPPLIES THE EQUIPMENT OR WHO OPERATES IT ON HIS/HER BEHALF**

**The completed Application Form and the appropriate fee should be submitted to:
The Commission for Communications Regulation, Licensing Unit,
1 Dockland Central, Guild Street, Dublin 1, D01 EX40, Ireland**