



Commission for
Communications Regulation

Application Form

Mobile Radio System Licence (Trunked Radio) Guidelines & Application Form

Document No:	07/57R1
Date:	11th May 2017

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 Mobile Radio System (Trunked) licence. In certain cases, the Commission for Communications Regulation may seek further information or clarification from the applicant.
3. Applications for a Mobile Radio System (Trunked) licence must be submitted along with the appropriate fee to:

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

Your equipment supplier should be able to assist you in completing the application form

4. Every effort will be made to process applications quickly so that operations can start at the earliest possible date. To facilitate speed of processing, please ensure that your application is legible i.e. typed or completed in block capitals.
5. The fee for a Mobile Radio System (Trunked) Licence is calculated as follows:
 - (a) €25 per channel (up to 2 x 12.5 kHz) per base station on issue of a Licence (the initial licence fee)
 - (b) €1000 per channel per base station for each renewal of the licence

Please note for systems employing channels at 25kHz, the above fees are increased accordingly to €1,250 and €2,000 respectively.

Where a licence is granted for a portion of a year the licence fee is calculated on a pro-rata basis.

General Information

1. Trunking is a means of efficiently utilising a number of individual radio channels into a single radio traffic management system. This type of system automates the sharing of a pool of several radio channels by a number of users by dynamically allocating a channel to a specific user for the duration of a call, and afterwards returning that channel back to the pool in order to be assigned to other users
2. All Mobile Radio Systems are governed by the Wireless Telegraphy (Mobile Radio Systems) Regulations, (S.I. 435 of 2002).which came into effect in 2002
3. Licences are valid for a 12 month period from the date of issue and must be renewed annually thereafter by the licensee. The appropriate renewal fee must be paid. Licences not renewed will be deemed to have lapsed.

4. On-site mobile radio systems are trunked mobile radio systems which operate within a specific premises or business site and within a radius of not more than 1-2km from the licensed base station.
Wide area mobile radio systems are systems not being operated within a specific premises or business site.
5. Channels are available in the range 415.7750 to 418.9875 MHz (Mobile transmit) paired with 425.7750 to 428.9875 MHz (Base transmit) for Analogue Mobile Radio (Trunked) systems and 385.0000 to 389.9875 MHz (Mobile transmit) paired with 395.0000 to 399.9875 MHz (Base transmit) for Digital Mobile Radio (Trunked) systems.
6. Applicants should note that licensees are required to share assigned radio frequencies with other licensees and that all operations must accord with good radio discipline and the statutory Mobile Radio Licence Conditions.
7. The attached application form shows the information required for a standard mobile radio system i.e. base station(s) in a fixed location requiring communication with mobile station (in cars or other vehicles) or hand portable stations.
8. In some cases it may be necessary for ComReg to undertake co-ordination procedures with other bodies or administrations (i.e. UK or I.A.A). As this normally takes a minimum of four weeks, this may delay the issue of the licence.

General Operating Conditions

The Wireless Telegraphy (Mobile Radio Systems) Regulations, (S.I. 435 of 2002). 2002, 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.

1. A licence may be withdrawn if any condition is not observed.
2. 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 a 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.
3. The Licensee is responsible for ensuring the safe operation of the apparatus.
4. The Licensee is responsible for ensuring that the apparatus is operated only by persons authorised by the licensee, that such persons observe the conditions of the licence and that unauthorised persons cannot obtain access to the apparatus.
5. The system shall be maintained at all times in accordance with the particulars given in the Statement of Authorised Stations attached to the licence. The prior approval of the Commission is necessary for any proposed alteration to the system [e.g. change of location of the base station, addition of further mobile stations to the system, change of equipment].
6. Radio equipment marketed in Ireland must be compliant with the R&TTE Directive.
7. The Licensee is responsible for ensuring that the equipment complies with the required harmonised standard under the R&TTE Directive. For Mobile Radio System (Trunked)

equipment the following standards are most commonly used - ETS 300 392, ETS 300 393, EN 300 086, EN 300 113, EN 300 219 or equivalent.

8. Installations must comply with the most recent version of ETSI report ETR 053 on radio site engineering or equivalent.
9. Where appropriate, particulars must also be supplied concerning antenna height, polarisation and gain. The location of all fixed equipment must also be stated.

10. Antenna Heights:

- On-site communications:
Antenna heights should not exceed 5 metres above ground level.
- All other communications excluding on-site:
Antenna heights should not exceed 30 metres above ground level.

Coverage Area is dependent on terrain and the general radio environment. As a guide, typical ranges for reliable communications between base and mobile stations are as follows:

- 1 to 2 km for on-site communications
- 2 – 25 km for wide area communications

Note: Operation at low signal levels at the limit of receiver sensitivity is not recommended and is not included in estimates of useful ranges.

The power from the antenna, i.e. the Effective Radiated Power (ERP) of a station must not exceed the level authorised in the licence.

11. ComReg may apply specific loading requirements on a case by case basis. Where these loading requirements are not met by the Licensee, ComReg may decline to renew the licence.

12. Requests for additional channels will be subject to justification in terms of traffic levels.

APPLICATION FOR MOBILE RADIO SYSTEM 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 Number¹: (If applicable)	
Business Address:	Address: County or Postcode: Country:
Contact Name²:	
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: County or Postcode: Country:

¹ 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.

² Generally this is the person in your organisation to contact in relation to the licence application.

1B: Equipment Supplier Contact Details

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

Section 2: Mobile Radio System Licence Application Details

1. Type of Application:	<input type="checkbox"/> New	<input type="checkbox"/> Licence Amendment	
2. For Amendments Only - Existing Licence No. to be Amended:			
3. Type of Radio System Required:	<input type="checkbox"/> Analogue System	<input type="checkbox"/> Digital System	
4. Purpose of the Licence:			
5. Area of Coverage Required:	<input type="checkbox"/> On-site	<input type="checkbox"/> Other	
6. Number of Channels Required for Mobile System:			
7. Type of Transmission Being Used:	<input type="checkbox"/> Voice	<input type="checkbox"/> Voice and Data	<input type="checkbox"/> Data

Section 3: Base Station Details

1. Quantity of Base Stations: If more than one Base Station is in operation, Section 3 must be duplicated and completed for each additional station	
2. Base Station Address:	
3. Base Station Co-ordinates:	Longitude:
	Latitude:
	Northing: Easting:
	NGR: Location:
4. Base Station Manufacturer:	
5. Antenna Manufacturer:	
6. Antenna Model:	
7. Antenna Gain:	(dBi)
8. Antenna Height Above Ground Level in Metres:	Metres
9. Polarisation of the Antenna: (Please tick one)	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical

Section 4: Declaration Form – Mobile Radio System Licence

I have read the Guidelines for applicants for Mobile Radio System Licences and understand the details of the licensing scheme.

I agree to comply fully with all the terms and conditions of the licence, if granted, in accordance with the Wireless Telegraphy (Mobile Radio System Licence) Regulations, 2002 (S.I. 435 of 2002)

I accept responsibility for the installation, maintenance and operation of the system if approved and I certify that the all equipment used is R&TTE compliant

I confirm that no change will be made in any of the foregoing without prior approval of The Commission for Communications Regulation.

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 5: Fees and Method of Payment

5A: Mobile Radio System Licence Fee

The fee payable for a Mobile Radio System licence is calculated as follows:

(a) No. of Base Stations	
(b) No. of 12.5 kHz Channels	
TOTAL FEE [(a) * (b) * €625]	€

Notes: (a) 25kHz Channels will be charged €1,250 (€625 x2)
(b) Fee increases to €1,000 per channel per base for subsequent years.

5B: Method of Payment:

Cheque / Postal Order	Cheques / Postal Orders should be crossed and made payable to <i>The Commission for Communications Regulation</i>
Bank Transfer / Electronic Funds Transfer (EFT)	Transfers to ComReg's account should be made to: 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. If making a bank transfer/EFT, please ensure that: <ul style="list-style-type: none"> Your Bank quotes your Name and "Mobile Radio Station Licence Application" in making the transfer to ComReg. You forward details of the date of and amount of payment to our Accounts Department (accounts@comreg.ie).
Credit Card	Credit card payments can be accepted <ul style="list-style-type: none"> By completing the Credit Card payment form below For existing ComReg account holders accepted, payments can made <ul style="list-style-type: none"> Over the telephone - contact accounts at 01 8049618 On-Line, using www.licensing.comreg.ie

CREDIT CARD PAYMENT FORM

Type of Card: Visa Access / MasterCard Laser

Card Number : _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Expiry Date: _ _ / _ _

Cardholder's Name: _____

Cardholder's Address: _____

Signature: _____ Date: _____