

APPLICATION FORM

Amateur Station: Club Licence

Document No:	ComReg 09/45(b) R1
Date:	May 2017

Notes for Applicants

1. This application form sets out the standard information which is required for an Amateur Station Club Licence.

In certain cases, the Commission for Communications Regulation may seek further information or clarification from the applicant.

- 2. To submit a complete application, it is necessary:
 - to complete all sections of the Application Form and
 - to submit the full licence fee with the application

An application cannot be processed until ComReg has received a complete application.

3. All new Amateur Station Club Licences shall incur a fee of €100.

Licence Amendments shall incur a fee of €30

- 4. Prior to completing an application, applicants are advised to read document ComReg 09/45 Amateur Station Licence Guidelines.
- 5. Completed Applications should be forwarded by post to

The Commission for Communications Regulation Licensing Section –Amateur Station Licences One Dockland Central Guild Street Dublin 1 D01 E4X0

It should be noted that it is an offence under Section 3 of the "Wireless Telegraphy Act, 1926" to hold wireless telegraphy apparatus without an appropriate licence and such apparatus must not be acquired on the assumption that a licence will be granted.

APPLICATION FOR AN AMATEUR STATION CLUB LICENCE

	Part 1
General Details:	
1. Type of Licence required	New □ or Amendment □
2. Club Name (Block letters)	
3. Contact's Name ¹ (Block letters) and Full Postal Address:	First Name/s:
	Surname:
	Address:
	Postcode: County:
	Country:
4. Contact's Callsign	
5. If Licence Amendment:	
Please provide the Licence Reference No. (i.e.ER) and Callsign of the Licence to be Amended.	
6. Club Position held by contact.	

¹This contact is nominated to act on behalf of the club in respect to the Amateur Station. This individual must agree to be responsible for the operation of the all radio equipment in the amateur station.

Amateur Station: Club Licence A	pplication Form ComReg Document 09/45(b)
7. Telephone Number	
8. E-mail Address	
Proposed Club Callsign ²	
9. Callsign	EI
Club Station Location Details	
10. Station Details	Address:
(a) Full postal address of the proposed station with telephone number (if any).	
	Postcode: County:
	Phone No:
(b) Station Location Co-Ordinates	Easting DDDDD
	Or
	Latitude
	Longitude
Club Station Transmitter / Receiver Detai	lls
11. Particulars of Equipment which it is proposed to use:	
Is Standard Equipment proposed	Yes □ No □
Is the equipment appropriately compliant? ³	Yes □ No □

² The format of which should follow the format as specified in the Amateur Station Licence Guidelines (ComReg 09/45). This Callsign should also represent what type of Amateur activities the Club are to be involved.

 $^{^3}$ In common with other licensed radio services, all commercial radio equipment must comply with the Radio and Telecommunications Terminal Equipment Directive 1999/5/EC (the R&TTE Directive). Information on the R&TTE Directive may be found in ComReg documents 00/61 and 00/62R – please note that these documents are subject to revision and updates.

Amateur Station: Club Licence Application Form ComReg Document 09/45(b) Club Member Details

12. Chairperson (a) Full name	First Name/s:
(b) Callsign	Surname:
(b) Cansign	Callsign:
13. Secretary (a) Full name	First Name/s:
4) C 11 :	Surname:
(b) Callsign	Callsign:

PART 2	

Declaration by Applicant

I hereby certify that the information provided in this application is to the best of my knowledge true and complete and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of inaccurate information or misdeclarations contained in this application.

In accordance with the Wireless Telegraphy Act of 1926, I accept responsibility for the installation, maintenance and operation of the system if approved.

I accept that the licence does not confer any right of ownership of the frequency spectrum, and agree to abide by all conditions of the licence and any direction made by the Commission from time to time.

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

I accept that the Commission may publish / make available information relating to Amateur Station Licences and certain information relating to this application may be contained in such publications

Signature of Applicant: _	
On Behalf of the Club	
Date: _	

	_
PART 3	

Fees and Method of Payment

3A: Licence Fee

The fees payable for an Amateur Station Club Licence are:

New Application €100 Licence Amendment €30

3B: Method of Payment:

Cheque / Postal	Cheques / Postal Orders should be crossed and made payable to
Order	The Commission for Communications Regulation
Credit Card	Credit card payments can be accepted O By completing the Credit Card payment form below For existing ComReg account holders accepted, payments can made Over the telephone - contact accounts at 01 8049618 On-Line, using www.elicensing.comreg.ie

Credit Card Payment Form:

Type of Card:	Visa □	Access / Maste	erCard 🗆 L	aser 🗆	
Card Number:	/_	/	/		
Cardholder's Name:					
Cardholder's Address:					
Expiry Date:/					
Signature:			Date:		

For Existing account holders only

Bank Transfer /	Transfers to ComReg's account should be made to:
Electronic Funds	Bank of Ireland, 6 Lower O'Connell Street, Dublin 1.
Transfer (EFT)	Account Number: 17806887
· ,	Sort Code: 90-00-33
	BIC Code: BOFIIE2D
	IBAN No: IE62 BOFI 9000 3317 8068 87.
	If making a bank transfer/EFT, please ensure that:
	Your Bank quotes your Account Number and "Amateur Station 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).