



Commission for
Communications Regulation

APPLICATION FORM

**Amateur Station:
Club Licence**

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

An Coimisiún um Rialáil Cumarsáide
Commission for Communications Regulation
1 Dockland Central, Guild Street, Dublin 1, D01 EX40, Ireland
Telephone +353 1 804 9600 *Email* info@comreg.ie *Web* www.comreg.ie

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. The application may be submitted by post to the address below or email on the condition that the Declaration Form is signed and payment (credit card details or cheque etc) and any supporting documentation accompanies such application: licensing@comreg.ie

The Commission for Communications Regulation
Licensing Section –Amateur Station Licences
1 Dockland Central
Guild Street,
Dublin 1
D01 EX4

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 <input type="checkbox"/> or Amendment <input type="checkbox"/>
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.	
7. Telephone Number	

¹ This 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 Application Form ComReg Document 09/45(b) R1

8. E-mail Address	
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Proposed Club Callsign²

9. Callsign	EI - ____ - ____ - ____ - ____
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Club Station Location Details

10. Station Details	(a) Full postal address of the proposed station with telephone number (if any).	Address:
		Postcode: County:
(b) Station Location Co-Ordinates		Phone No:
		Easting □ □ □ □ □ □ Northing □ □ □ □ □ □ Or Latitude □ □ N □ □ □ □ Longitude □ □ E □ □ □ □

Club Station Transmitter / Receiver Details

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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.

Club Member Details

<p>12. Chairperson (a) Full name</p> <p>(b) Callsign</p>	<p>First Name/s: _____</p> <p>Surname: _____</p> <p>Callsign: _____</p>
<p>13. Secretary (a) Full name</p> <p>(b) Callsign</p>	<p>First Name/s: _____</p> <p>Surname: _____</p> <p>Callsign: _____</p>
<p>13. Publication of licensee Data</p> <p>The Commission provides licensee details to authorised 3rd parties¹ for the update of Callsign books.</p> <p>Callsigns are automatically provided however, your name and station address will be withheld in all instances unless you specify your consent by ticking the box across.</p>	<p>I wish to have the Club Call-Sign and station address included for Call-Sign book updates.</p> <p><input type="checkbox"/> - Please publish information</p>
<p>All personal data provided to ComReg will be treated strictly in accordance with the Data Protection Acts, 1988 & 2003</p>	

Commented [DCO1]: Station or Postal?

¹ IRTS and PW Publishing

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

I declare that the equipment I intend to use is compliant with the Radio and Telecommunications Terminal Equipment Directive 1999/5/EC (the R&TTE Directive)¹ either

- by being manufactured to such standard and unaltered
- or
- by such adjustments within such parameters as are permitted for Amateur Radio

Signature of Applicant: _____
On Behalf of the Club

Date: _____

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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 Order	Cheques / Postal Orders should be crossed and made payable to <i>The Commission for Communications Regulation</i>
Credit Card	<p>Credit card payments can be accepted <input type="checkbox"/> By completing the Credit Card payment form below</p> <p>For existing ComReg account holders accepted, payments can made</p> <ul style="list-style-type: none"> <input type="checkbox"/> Over the telephone - contact accounts at 01 8049618 <input type="checkbox"/> On-Line, using www.licensing.comreg.ie

Credit Card Payment Form:

Type of Card: **Visa** **Access / MasterCard** **Laser**

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

Cardholder's Name: _____

Cardholder's Address: _____

Expiry Date: ____ / ____

For Existing account holders only

Bank Transfer / Electronic Funds Transfer (EFT)	<p>Transfers to ComReg's account should be made to:</p> <p>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.</p> <p>If making a bank transfer/EFT, please ensure that:</p> <ul style="list-style-type: none"> · 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).
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