



Commission for
Communications Regulation

APPLICATION FORM

Application Form for a Point to Point Radio
Link Licence

Document No:	ComReg 98/15R5
Date:	6th October 2008

Document Revision History

Document Version	Date	Nature of Revision
98/14R5	6 October 2008	General revision
98/14R4	28 December 2007	General revision to previous application form
98/14R3	December 2002	Revision 3 of Original Document

Notes for Applicants

1. In accordance with the Wireless Telegraphy Act 1926, an appropriate licence must be held to permit 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. The licensing of radio link systems is governed by the Wireless Telegraphy (Radio Link Licence) Regulations, Statutory Instruments No. 319 of 1992 (“the Regulations”). Please note that the Regulations should be read in light of the Common Regulatory Framework for Electronic Communications Networks and Services.
3. Licences to keep and have possession of apparatus for wireless telegraphy for fixed point to point radio links are issued by the Commission for Communications Regulation (ComReg).
4. Prior to submitting an application form, applicants are advised to read ComReg’s *Revised Guidelines to Applicants for Radio Links - Point to Point* (ComReg document 98/14R6¹, as revised) (“Revised Guidelines”). In particular, applicants should note the minimum technical requirements that must be met when applying for a radio link licence.
5. To complete the application form, it is necessary that:
 - All sections of this application form are completed in full and be legible (i.e. typed or completed in Block Capitals);
 - All technical information submitted complies with the minimum technical requirements set out in the Revised Guidelines;
 - The path calculation information for each radio link is attached to this application form;
 - The link licence application file (*.anx file) is electronically submitted to links.anx@comreg.ie, quoting its unique reference to this application form;
 - A hardcopy printout of the excel sheet used to create the *.anx file is submitted with this application form;
 - The declaration form is signed.

Total fees should be enclosed with the application form. i.e. The application processing fee (€12 per link) plus the licence fee² per link.

6. ComReg may request additional information regarding an application.
7. ComReg will endeavour to process applications quickly and accommodate each applicant’s requirements. However, it should be appreciated that this may not be possible in all cases.

¹ <http://www.comreg.ie/fileupload/publications/ComReg9814R5.pdf>

² Details on the annual licence fee, the temporary licence fee and the amendment licence fee are set out in the Revised Guidelines.

8. Completed signed application forms must be submitted in writing to ComReg, either via post (at address below), facsimile or as a scanned copy via e-mail. Please quote **Point to Point Link Application Form** in the e-mail subject field

Licensing Operations
The Commission for Communications Regulation,
Abbey Court,
Irish Life Centre,
Abbey Street,
Dublin 1.

Phone: 01 804 9600 **Fax:** 01 804 9665 **E-mail:** licensing@comreg.ie

1B: Technical Contact Details⁶

1. Name:	
2. Business Address: Address: County & Postcode: Country:	
3. Phone No.:	
4. Fax No.:	
5. E-Mail.:	

1C: Information on General Authorisation⁷

Under Section 4 (1) of the European Communities (Electronic Communications Networks and Services) (Authorisation) Regulations 2003 (S.I. No. 306 of 2003), any person intending to provide an electronic communications network or service shall, before doing so, notify ComReg of his intention to provide such a service.

Applicants applying for a radio link licence should consult the relevant documents and information available on ComReg's website⁷ to determine if Notification under the General Authorisation is required.

⁶ If the technical contact person is not the same as the person(s) in the Applicant Details section, the applicant should nominate a technical contact who will be in a position to act for the applicant and to furnish information about the application if called upon to do so.

⁷ Information on General Authorisation:
http://www.comreg.ie/licensing_and_services/general_authorisation.551.html

PART 2: Technical Information

2A. Summary Information for each Radio Link being applied for⁸:-

Type of Application			Original Licence Number ⁹	Site Sharing		Site A		Site B		Frequency Band (GHz)	Bandwidth (MHz)
New	Am ¹⁰	Rep ¹¹		Yes	No	Location A ¹²	Co-located Operator(s)	Location B ¹²	Co-located Operator(s)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						

⁸ Where an applicant is applying for more than 10 radio links in a single application, this page is to be copied and completed in respect of each link being applied for.

⁹ Where the application is an amendment or replacement application, the licence number of the original link must be provided.

¹⁰ If Site A and Site B of the existing licence remain the same, the application is an Amendment (Am). E.g. swap/upgrade of equipment, increase in bandwidth etc.

¹¹ If there are changes to either Site A or Site B of the existing licence, the application is a Replacement (Rep).

¹² Please submit both the Site Name & Site Proprietor in this field.

2B. Submission of Technical Details

1. Application Checklist

All applicants are advised to use the application checklist, provided in Annex 1 to this application form, to ensure that the correct technical information is submitted to ComReg.

2. Submission of Path Calculation Information

For each radio link requested in this application form, applicants are required to attach the following information to this application form.

1. Path calculations (link budgets)¹³;
2. Path profiles;
3. Intrasystem interference calculations, if applicable;
4. Evidence to support the propagation availability¹⁴ requested.

I confirm that I have attached the path calculation information for each radio link to this application form.	Please tick <input type="checkbox"/>
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3. Submission of *.anx file¹⁵

With each application form submitted, applicants are required to

1. electronically submit a link licence application file (*.anx file) to links.anx@comreg.ie and
2. attach a hardcopy printout of the excel sheet used to create the *.anx file with this application form

Please consult the “Application File – ANX” webpage¹⁶ for information on how to create and validate a *.anx file

The *.anx file submitted to ComReg must be appropriately reference to this application form.

Unique Reference linking the *.anx file to this application form	
I confirm that I have electronically submitted the *.anx file links.anx@comreg.ie .	Please tick <input type="checkbox"/>
I confirm that I have attached a hardcopy printout of the excel sheet used to create the *.anx file to this application form.	Please tick <input type="checkbox"/>

¹³ All path calculations should be based on the same technical parameters as those used by ComReg, and take account of the transmitter output power levels, antenna gains, feeder losses and receiver sensitivity (referenced to a bit error rate of 1×10^{-6}). Additional information on the technical parameters used in ComReg’s Radio Link Path Calculations are provided in the Revised Guidelines.

¹⁴ See Revised Guidelines for further information.

¹⁵ The *.anx file contains detailed technical information for each radio link.

¹⁶ http://www.comreg.ie/licences/application_file_-_anx.616.html

PART 3: Declaration Form

DECLARATION BY THE APPLICANT

I have read and understood the Guidelines for applicants for point to point radio links in spectrum (ComReg Document 98/14R6 as revised) and I confirm that this application complies with the minimum technical requirements as set out in that document.

I accept that the Commission for Communication Regulations (ComReg) may publish information relating to licensed radio links and that certain information relating to any licence issued pursuant to this application may be contained in any such publication.

I agree to comply fully with all the terms and conditions of the licence, if granted, in accordance with the Wireless Telegraphy (Radio Link Licence) Regulations, 1992.

While ComReg will endeavour to minimise the potential for interference, I accept that ComReg will not be liable for any interference received from other licensed users and that I will comply with whatever ComReg requests in preventing interference being caused by this radio link(s) to other licensed users of the radio spectrum.

I accept that a licence does not confer any right of ownership of the frequency spectrum, but rather allows the assigned frequency channel to be used during the term of the licence in accordance with the conditions of the licence.

I certify that all information provided on this form, including all documentation attached, is true and accurate.

Signature of Applicant: _____

Name in Block Letters: _____

Date: _____

(If applicant is a company, please state position held):

PART 4: FEES

4A. Fees payable

Applications for radio link licences should be accompanied by, or have arrangements in place for, payment of all appropriate fees. (See 4B below for details of payment methods available)

The fees payable in respect of each link being applied for are:

- (a) a €12 processing fee; and
- (b) The annual licence fee for the link.
(The fee schedule is detailed in Table 1).

Table 1. Annual Licence Fees for Point to Point Radio Link Licences

Bandwidth Category	Signal Bandwidth (B)	Annual Licence Fee (€)
Narrow Band (NB)	$B \leq 50 \text{ kHz}$	€571.38
Medium Band (MB)	$50 \text{ kHz} < B \leq 3.5 \text{ MHz}$	€761.84
Wide Band (WB)	$B > 3.5 \text{ MHz}$	€952.30

- Where an application is for a temporary link, the licence fee is calculated pro-rata of the annual fee (i.e. Annual fee/12 * duration (months))
- Where an amendment involves movement upward from the existing Bandwidth Category, the fee payable is the balance between the current and the new. (e.g. for movement from MB to WB the fee payable is €190.46)

4B. Fees for this Application:

	Quantity	Total (€)
Processing Fee @ €12.00 (Also applicable for amendments)		
NB Links @ €571.38		
MB Links @ €761.84		
WB Links @ €952.30		
Amendments @ €190.46		
TOTAL FEE (€)		

Payment arrangements for this application. Please tick \checkmark

(a) Attached (Cheque etc) (b) Credit Card (Please complete details below)

(c) Advance Payment to Comreg Account (Must be cleared funds)

4B. Methods 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)	<p>Transfers to ComReg’s account should be made to:</p> <p style="padding-left: 40px;">Bank of Ireland, 6 Lower O’Connell Street, Dublin 1. Account Number: 17806887 Sort Code: 90-00-33 BIC Code: BOFIIIE2D 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 Name and “P-P Link 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	<p>Credit card payments can be accepted</p> <ul style="list-style-type: none"> ○ By completing the Credit Card payment form below <p>For existing ComReg account holders accepted, payments can made</p> <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 : _____ / _____ / _____ / _____

Cardholder’s Name: _____

Cardholder’s Address: _____

Expiry Date: ____ / ____

Signature: _____ Date: _____

ANNEX 1: Application Checklist

Pre-application Consultation/Application with ComReg:

All applicants applying for links in new frequency bands or requesting additional frequency channels, are advised to engage with ComReg in a pre-application consultation. For a pre-application consultation, the applicant is requested to consider items 1 through 4 in the Table 1 below before contacting ComReg.

Before submitting a Point to Point link application, ComReg advises applicants to use the full checklist below to assess whether they are submitting the correct radio link technical information to ComReg. For an application, the applicant is required to complete items 1 through 8 in Table 1 before applying for a licence.

Table 1: Application Checklist

Item	Issue	Confirmed
1.	All data provided for Site co-ordinates is accurately sourced, preferably from GPS readings taken at precise mast locations;	<input type="checkbox"/>
2.	High/Low checks have been carried out at all sites and confirmed,	<input type="checkbox"/>
3.	If applicable, a preferential channel has been requested;	N/A <input type="checkbox"/>
4.	Requested availability level for a specified link is in accordance with the minimum requirements.	<input type="checkbox"/>
5.	The correct licence fee is accompanying the application	<input type="checkbox"/>
6.	The EIRP requested is the minimum necessary to achieve the required availability;	<input type="checkbox"/>
7.	All radio, antenna and feeder equipment have correct ComReg Reference Codes, which can be obtained from the ComReg equipment reference database ¹⁷	<input type="checkbox"/>
8.	Information contained within the Annex file (.anx) corresponds fully with the hardcopy submission of the engineering report, with particular regard to:	
	• Site Co-ordinates,	<input type="checkbox"/>
	• Equipment Details,	<input type="checkbox"/>
	• Antenna Details,	<input type="checkbox"/>
	• Polarisation,	<input type="checkbox"/>
	• System Losses,	<input type="checkbox"/>
	• Link Capacity,	<input type="checkbox"/>
	• Bandwidth Requested.	<input type="checkbox"/>

¹⁷ http://www.comreg.ie/licences/equipment_reference_codes.601.erc.html