

# Application for Amateur Radio (Full) Licence and Club

Please refer to the notes overleaf and complete in dark ink in BLOCK CAPITALS

## Details of applicant

Name \_\_\_\_\_

Title\_\_\_\_ Initials\_\_\_\_ Surname \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone (Please include dialling code) \_\_\_\_\_

Home\_\_\_\_\_ Work \_\_\_\_\_

Date of birth \_\_\_\_\_

## Main station address

(if different from mailing address)

Postcode \_\_\_\_\_

## Current/Previous Licence details (if applicable)

Type of Licence required

Full  Club

Call sign (if held)

If you are applying on behalf of a club, give the club's previous call sign not your own

Date of issue \_\_\_\_\_

Qualifications (tick those that apply)

(Please send originals as photocopies are not acceptable)

- Pass in the City & Guilds RAE
- RSGB Advanced Examination Certificate (if current Intermediate Licensee)
- RSGB Intermediate and Advanced Certificate (if current Foundation Licensee)
- Foundation, Intermediate and Advanced Examination Certificates (if not a holder of an Amateur Radio Licence)

## Club details

If this application is on behalf of a club please give:

Club name \_\_\_\_\_

Licence holder's call sign \_\_\_\_\_

## Call sign

If you would like to request a particular call sign, please provide details below. If you do not want to request a call sign you will be automatically allocated one by the system. (see notes overleaf).

Call sign \_\_\_\_\_

## Call books

Do you wish your name and address to be published? (see notes overleaf)

Yes  No

## Renewal payments

In future I wish to pay my renewal fee by: (see notes overleaf) If you select to pay by Direct Debit a bank payment instruction will be sent to you.

- Direct debit
- Cheque/postal order/credit card/debit card

## Declaration

If you provide false information you may invalidate your application and be liable for prosecution.

I certify that the information I have given is correct to the best of my knowledge.

Name \_\_\_\_\_ Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

If you are under 18 years of age the signature of your parent or guardian is required

Signed (Parent or Guardian) \_\_\_\_\_ Date \_\_\_\_\_

## Notes

### Conditions

Under the Wireless Telegraphy Act 1949 a licence issued by Ofcom is required before any person may establish or use any station for wireless telegraphy or install or use any apparatus for wireless telegraphy in the UK and UK territorial waters.

To be eligible for an Amateur Radio Licence you must:

- Have passed the City & Guilds Radio Amateurs' Examination (RAE)
- Pass in RSGB Advanced Exam

### Club licence application

For a club licence:

- a) the name shown on the application form (at 1) should be that of the officer who will be responsible for the station (the Licence Holder).
- b) the club must have a minimum of three suitability licensed members.
- c) the Chairman, Secretary and Treasurer (or similar officers) of the club must be listed and identified.
- d) the Main Station Address, given overleaf, should be the normal operating address of the club excluding the club title.
- e) when applying for a Club licence you must enclose a list of names and call signs of licensed club members. If the club has a large membership, enclose the name and call signs of ten licensed members.

### Publication of name and mailing address

Ofcom permits publication of your name and mailing address in a call book, if you have consented by ticking the appropriate box.

If you have not consented, only your call sign will be published. If this call book is compiled, stored and published by a third party, either in written form or by "read only" computer disks, it will be made clear to the third party that the information will be disclosed to it for the publication of a call book and for no other purpose.

### Renewal payments

Please note that Licences are free to the under 21's and to those aged 75 years or older. If you are under 21 or 75 and over at the time of renewal, you only need to sign and return the Remittance Advice Note to indicate that you wish to continue

### How to pay

Please enclose a cheque or Postal Order for the fee valid at the time of application made payable to Radio Licensing Centre and crossed "A/C Payee". Please print your name and customer reference number if applicable, on the reverse of your cheque or postal order. Do not send cash. If you wish to pay by credit/debit card please provide the following details:

Please do not send cash. If you wish to pay by credit/debit card please provide the following details:

Type	<input type="text"/>
Card number	<input type="text"/>
Expiry	<input type="text"/>
Card holder	<input type="text"/>
Issue Date of No. (If applicable)	<input type="text"/>
Signature	<input type="text"/>

The following cards are currently accepted: Mastercard, Visa, Switch/Maestro, Visa Delta.

**Please do not send your card.**

### Future renewal payments

For future renewals you have an option of automatic payment made by Direct Debit Instruction with your bank or building society. Paying by Direct Debit means you will not have to amend your instruction whenever there is a change in the licence fee. If you wish to pay by this method please tick the appropriate box on the form.

### Foreign Applications

Please enclose a Eurocheque for the valid fee in Sterling made payable to Radio Licensing Centre and crossed "A/C Payee".

### Where to send this application

The completed form should be sent to:

#### Radio Licensing Centre

PO Box 884, Bristol BS99 5LF

Please ensure you enclose:

- Licence fee (see "How to pay" above),
- City & Guilds RAE Record of Achievements or RAE Certificate
- Pass in RSGB Advanced Examination.  
(Originals only, photocopies are not acceptable) which will be returned to you.
- the information requested in Club Licence Applications.

**Please allow 14 days from posting your application for receipt of your licence.**

### Helpline

If you have any enquiries regarding your application please contact the Radio Licensing Centre **(0117) 925 8333**.

Our lines are open from 9.00am - 5.00pm Monday - Friday. An answerphone service is available outside office hours. Minicom number **(0117) 921 8393**.

email: [radio.licensing.centre@royalmail.com](mailto:radio.licensing.centre@royalmail.com)

Website: [radiolicensingcentre.co.uk](http://radiolicensingcentre.co.uk)

Fax: **0117 921 8444**

### Requesting a call sign

If you would like to request a particular call sign in the current series of call signs, you may do so at the call sign section overleaf. To avoid the disappointment of the call sign you requested not being available you can list a number of call signs in order of preference either on the application form or a separate sheet of paper. Before filling this in, you should telephone RLC to check that the call sign is available. The call sign will only be issued to you once your full application is received by them and call signs are issued on a "first come first served" basis. Please note that if you previously held a call sign, this will be re-issued to you and you will not be able to request another call sign.

### For official use only

Call sign

Date issued

Type of licence

Customer reference number

Officer's signature

_____
_____
_____
_____
_____