

# Application for apparatus licence(s)

(In accordance with section 99 of the *Radiocommunications Act 1992*)



## Instructions for completion

- Print clearly. Illegible, unclear or incomplete application forms may delay processing.
- Applicant's details: provide the existing or proposed licensee's details, not those of an agent.
- A separate application form is required for each type of licence sought.
- However, more than one licence of the same type may be applied for on a single application form.
- If applying for a non-assigned licence (for example Maritime Ship, Amateur or Outpost) using standard frequencies, please complete this form and return it with the appropriate fee to the **Radiocommunications Licensing and Telecommunications Deployment Section, Operations Branch, PO Box 78, Belconnen ACT 2616** or via facsimile on **(02) 6219 5347** or email to: [lais@acma.gov.au](mailto:lais@acma.gov.au).
- If you are applying for any other type of licence, you need to complete this form and:
  - complete an Additional Station Information form (R077); or
  - use an accredited person to perform the frequency coordination.
- **Note that the ACMA does not issue a licence unless all relevant fees are paid.**
- Some organisations providing safety of life service may qualify for a licence fee concession or exemption. For further information, contact the Radiocommunications Licensing and Telecommunications Deployment Section at 1300 850 115.

### Disclosure of personal details

Information provided by the applicant or authorised representative in a field of this form that is marked with an asterisk (\*) is required by section 147 of the *Radiocommunications Act 1992* to be disclosed to the public by the ACMA in the Register of Radiocommunications Licences. The ACMA will disclose the contents of the Register by making it available for inspection at any ACMA office, on its website and through the sale of a data CD.

## Applicant's details (A LICENCE MUST BE HELD BY EITHER AN INDIVIDUAL OR BODY CORPORATE)

Client number \*

Name (or contact name if an organisation) \*

SURNAME
GIVEN NAMES

Organisation name\*

ACN \*

ABN \*

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Trading name \*

Email address

## This form is used:

( ) to apply for a NEW service

( ) to vary an existing service

**If an accredited person has performed the frequency coordination, is the Frequency Assignment Certificate (FAC):**  
(INDICATE WITH A TICK IN THE RELEVANT BOX)

( ) attached to this application

OR

( ) submitted online

▼  
Submission ID

| | | | | | | |

Job name(s)

## OFFICE USE ONLY

Date
Client number
Correspondence number
Transaction number
Licence number

Postal address \*

POSTCODE

Residential or business address

IN THE EVENT THAT NO POSTAL ADDRESS IS PROVIDED, THE RESIDENTIAL OR BUSINESS ADDRESS WILL BE TAKEN AS THE POSTAL ADDRESS AND THE ABOVE MENTIONED DISCLOSURE PROVISIONS WILL APPLY.

POSTCODE

Contact details

WORK ( )
HOME ( )
MOBILE
FACSIMILE ( )

**Client type**

TICK RELEVANT BOX

- Commonwealth department  
 Other Commonwealth agency  
 State government  
 Local government  
*Private sector*  
 Company  
 Community/volunteer group  
 Person aged 18 years and over  
 Person aged under 18 years

**Industry category**

TICK BOX DESCRIBING YOUR PRIMARY FUNCTION

- Agriculture  
 Communication services  
 Construction  
 Education  
 Electricity/gas/water supply  
 Finance and insurance general  
 Government  
 Health Services  
 Mining  
 Manufacturing  
 Recreational and amateur activities  
 Safety services  
 Transport and storage  
 Wholesale/retail trade  
 Other

▼

**Required licence period**

Licences issued for periods up to, and including, one year must be paid for in full at the time of application. Licences issued for longer periods may be paid for in full at the time of application, or by annual instalments. For spectrum planning reasons, the ACMA may issue or renew a licence for a period less than that requested (see section 103 of the *Radiocommunications Act 1992*).

Licences are usually issued for 1 year. If licences are required for periods other than 1 year, please specify the period: (up to 5 years – except datacasting, up to 10 years)

If you would like licence(s) to have a particular expiry date, please specify here:

**Type of licence**

More information about licence types and fees can be found in the publication Apparatus Licence Fee Schedule, available from the Allocations Administration Section or on the website [www.acma.gov.au](http://www.acma.gov.au). Please complete this section by indicating the licence type and licensing option being applied for, as well as the number of licences required. If you are unsure of the licence type or licensing option please describe your service in the box provided.

- Licence type:\***     Earth receive     MDS  
 Aeronautical     Fixed     Outpost  
 Aircraft     Fixed receive     PTS  
 Amateur     Land mobile     Radiodetermination  
 Broadcasting     Major coast receive     Scientific  
 Datacasting     Maritime coast     Space  
 Earth     Maritime ship     Space receive

Number of licences

Indicate licensing option (if applicable)

Description of service

  
  
  

**Station details**

(FOR MARITIME SHIP, AMATEUR OR AIRCRAFT STATIONS ONLY)

**Maritime ship station only**

**Ship name\*** (or if no name, provide registration number) NOTE: A maritime ship apparatus licence is only required for vessels carrying MF/HF marine radio equipment and/or vessels subject to the *Navigation Act 1912*.

Is the ship subject to annual survey by the Australian Maritime Safety Authority and compulsory carriage of radiocommunications equipment under the Commonwealth *Navigation Act 1912*?

- Yes     No

**Amateur station only****Applicant qualifications**

CERTIFICATE TYPE

CERTIFICATE NUMBER

**Aircraft station only**

**Aircraft registration markings** (NOTE: An aircraft apparatus licence is only required for aircraft stations using individually assigned (ie. Non-standard) aeronautical frequencies)

## Payment of fees

( ) I enclose the fee by cheque/money order.

( ) I have not enclosed the payment.

▼

REASON

FOR EXAMPLE: AMOUNT OF FEE CANNOT BE DETERMINED UNTIL ADVISED BY THE ACMA – SEE NOTES ON THIS FORM REGARDING PAYMENT OF FEES FOR FURTHER INFORMATION.

### Important notes on payment of fees:

- Where the correct payment does not accompany an application, the ACMA will notify the applicant of fees payable. The relevant fees are **to be paid within 45 days** from the date on the notification to the applicant. Should fees not be paid by the due date, the ACMA will consider refusing the application and the frequency may become available for assignment to other services. Applicants will be advised of review and appeal rights which apply to any decision to refuse an application. Cheques or money orders should be made payable to the **Australian Communications and Media Authority**.
- Consideration of an application attracts an administrative charge, even if the ACMA refuses to issue the licence.
- To avoid delays in processing, completed forms should be forwarded with the appropriate fee to:  
Radiocommunications Licensing and Telecommunications  
Deployment Section  
Operations Branch  
PO Box 78  
Belconnen ACT 2616  
Telephone: 1300 850 115  
Facsimile: (02) 6219 5347  
Email: [lais@acma.gov.au](mailto:lais@acma.gov.au)

## Declaration (A LICENCE MUST BE HELD BY EITHER AN INDIVIDUAL OR A BODY CORPORATE)

I declare that the information provided in this application, and in any accompanying documents, by me as the applicant, or as a person authorised \*\*by the applicant, is true and correct in every detail and that the equipment to be employed is of a type accepted by the ACMA for licensing purposes.

SIGNATURE
PRINT NAME
DATE
NAME OF AUTHORISED AGENT'S ORGANISATION (IF A BODY CORPORATE)

\*\*If you are not registered with the ACMA as an accredited person, attach copy of written agency agreement confirming that you are authorised to act on the applicant's behalf in this particular matter; otherwise, sign the acknowledgment below.

**I certify that I am authorised to act as an agent in relation to this application.**

SIGNATURE
PRINT NAME
DATE
NAME OF AUTHORISED AGENT'S ORGANISATION (IF A BODY CORPORATE)