

Application Form for Earth Receive apparatus licence(s)



General Instructions

1. Applications for apparatus licences are made in accordance with section 99 of the *Radiocommunications Act 1992*.
2. Before filling out this form, please read these general instructions. If you are unsure how to complete any part of the application form, please refer to the Guidance Notes attached to this application form.
3. Please print clearly. Illegible, unclear or incomplete application forms may delay processing or forms may be returned for completion.
4. Applicant's details: provide the existing or proposed licensee's details, not those of an agent.
5. **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 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 and on its website.

A Application Type

Please specify application type (TICK ONE): () New service () Variation to an existing service

B Applicant Details

Customer number *

Name (or contact name if an organisation) *

GIVEN NAMES
FAMILY NAME

Organisation name*

Trading name *

ACN *

ABN *

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Industry Type (Description of main business activity; e.g. Construction, Mining, Manufacturing)

Entity Type (Description of entity type; e.g. Australian Public Company, Individual/Sole Trader, Local Government)

Contact details

BUSINESS ()
MOBILE
OTHER PHONE ()
FACSIMILE ()
EMAIL

Postal address *

POSTCODE

Residential or business address

IF 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

C Required Licence Period

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)

If you would like licence(s) to have particular start and expiry dates, please specify them here:

Start	Expiry
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D Payment of fees

Once processed, an invoice will be issued. The licence will be issued on receipt of payment. Licences can be paid for in full or by annual instalments. Further details about payment options can be found in the ACMA's Apparatus Licence Fee Schedule available on the ACMA website at acma.gov.au.

- () I wish to pay for the licence in full.
- () I wish to pay by annual instalments.

Important notes on payment of fees:

- 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.

E Service Details

Callsign

Nature of Service

Description of Service

F Satellite Details (MUST be completed)

Satellite details

Satellite commercial name	<input style="width: 95%; height: 20px;" type="text"/>
Satellite ITU network name	<input style="width: 95%; height: 20px;" type="text"/>
Type of Orbit (GSO or Non GSO)	<input style="width: 95%; height: 20px;" type="text"/>
Orbital longitude <small>(Required if GSO)</small>	<input style="width: 95%; height: 20px;" type="text"/> deg. East

Purpose

- Communications (Internet, VOIP etc)
- Broadcasting (TV etc)
- Launch/ TOSS (Transfer Orbit Support Services)
- TTC (Tracking, Telemetry, Command & Monitoring)
- Testing
- Other

Service duration

- Ongoing
- Non-ongoing
- One month
- Three months
- Six months
- One year
- Other:

G Station Details

Area ID (refer to Guidance Notes)

Site ID (if using an existing ACMA site)

Site Name/Reception Area	
Street	
Suburb / Town	Postcode

Site address and coordinates

If you have not provided an existing ACMA area or site ID, you must include a map or sketch of the radio site (refer to Section H) and complete the items below. If you have provided an ACMA area or site ID then Items A, B and/or C are not required.

(A) Site address / Reception Area*

(B) Map grid coordinates (NOT REQUIRED IF ITEM C COMPLETED)

Coordinate system used (TICK ONE)

AMG66 MGA94 WGS84

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Zone *

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Easting *

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Northing *

Datum used (TICK ONE)

AGD66 GDA94 WGS84 Other:

Latitude	Longitude
South	East

(C) Geographic coordinates (NOT REQUIRED IF ITEM B COMPLETED)

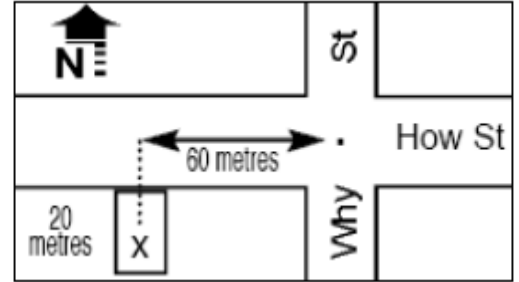
Site Manager or Site Contact

NAME
TELEPHONE NUMBER: ()

H Site sketch and additional information

IMPORTANT: For either a new site or a site where the ACMA site ID has not been supplied, it is essential that a map or sketch be included, as an attachment. The location of the antenna at the transmitter site should be clearly marked with an 'X', as in the example to the right, sufficient to establish that location with an accuracy of 10 metres. It is your responsibility to provide accurate information.

Maps and high resolution satellite imagery, available from internet websites such as Google Maps or Google Earth and many of the state mapping authorities, can serve as base maps for such sketches.



Any additional information needed to complete or supplement requested information may also be provided as an attachment.

I Earth Station Details

Earth station characteristics

Operating frequency

	Frequency (SPECIFY FREQUENCY UNITS)
Receive *	

Tuning Range of Equipment

	Lower frequency	Upper frequency
Receive *		

	Downlink (Space-to-Earth)
Fixed losses	
Channel bandwidth	kHz
Emission designation *	

J Equipment Details

Antenna Details

Antenna ID * Description *

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Manufacturer * Model *

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3 dB Beamwidth * Gain * Front-to-back ratio *

Vertical Plane deg.	Horizontal Plane deg.	dBi dBd	dB
Polarisation *	Tilt * deg.	Height above ground * metres	Azimuth * deg. True

Antenna Pattern

IMPORTANT: For either a new antenna or an antenna where the ID has not been supplied, it is essential that antenna RPE data be supplied, as a separate file, preferably in NSMA format.

K 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.

****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)

SIGNATURE
PRINT NAME
DATE
NAME OF AUTHORISED AGENTS ORGANISATION (IF A BODY CORPORATE)

L Where to send this form

Please send your completed application form to the ACMA's Customer Service Centre:

Customer Service Centre
PO Box 78
Belconnen ACT 2616

Telephone: 1300 850 115
Facsimile: (02) 6219 5347
Email: info@acma.gov.au

Guidance Notes

IF THESE GUIDANCE NOTES DO NOT ANSWER YOUR QUERY, PLEASE CONTACT THE CUSTOMER SERVICE CENTRE.

General Information

An earth receive licence is issued to authorise operation of a terrestrial receiver that is communicating with a satellite.

If a terrestrial receiver is communicating with a satellite and the operation of the associated transmitter on the satellite is authorised by a space licence, operation of the receiver is generally authorised by a class licence.

If operation of the associated transmitter on the satellite is not authorised by a space licence, operation of the terrestrial receiver may be authorised by an earth receive licence.

Earth Receive licensing option:

> Earth Receive

This is the only licensing option available under this licence type. Refer to the description above.

Applying for multiple licences

If you wish to apply for multiple licences of the same type, please print multiple copies of this form and complete the relevant sections. The Customer Details and Declaration sections only need to be filled in once. To assist with the processing of your application, please label the top of each page e.g. 'Licence 1', 'Licence 2' etc.

Applying for multiple stations of the one licence

If you wish to apply for multiple stations under the same licence, please print and complete multiple copies of the relevant sections of this form. The Customer Details and Declaration sections only need to be filled in once. To assist with the processing of your application, please label the top of each page e.g. 'Station 1', 'Station 2' etc.

The remainder of these instructions provide section by section guidance on the information requested within the application form.

Section C - Customer Details

Customer Number – If you already have an ACMA customer ID you should provide the number in the box provided. The Customer ID will be quoted on any licence documentation previously sent to you. If you do not have an existing customer ID, the ACMA will allocate you with one.

Section E – Service Details

Callsigns – Callsigns are a unique combination of letters and numbers allocated to a radiocommunications user to identify a station. Licensee must use either a nominated callsign that complies with the ITU callsign regulations or request a callsign to be allocated by the ACMA. The callsign must be used at the start of each transmission or series of transmissions.

Further information about Callsigns can be found on the ACMA website –

Nature of Service – Nature of service indicates the type of correspondence service maintained by the station, indicated by one of the following options:

ID	Description
CO	A station open to official correspondence exclusively
CP	A station open to public correspondence
CR	A station open to limited public correspondence
CV	A station open exclusively to correspondence of a private agency
OT	A station open exclusively to operational traffic of the service concerned

Section F – Station Details

Site Address – The site address is the full postal address for the station to be licensed. The site address is required when an existing site ID or area ID is not being used.

Area ID – For area wide services, one of the following area ID's must be provided:

ID	Name	ID	Name
1	Australia Wide	18	ACT
2	NSW	26	Coastal Areas
3	VIC	35	Australian Waters
4	QLD	36	Lord Howe Island
5	SA	37	Australian Aero
6	WA	68	Brisbane/Gold Coast HD
7	TAS	69	Newcastle HD
8	NT	70	Sydney/Wollongong HD
9	Antarctica	71	Melbourne/Geelong HD
10	Norfolk Island	72	Adelaide MD
11	Cocos/Keeling Island	73	Perth MD
12	Christmas Island	74	Low and Remote Density Areas
14	World Wide	75	Remote Density Area
16	Macquarie Island	76	Low Density Areas
17	Heard Island		

If one of the above areas does not meet your requirements, please contact RLAS to discuss the process for creating a new area.

Site ID – For sited services, an existing ACMA site ID must be provided. Where a new site is being used, the site address and coordinates details must be provided in the application form

Site manager or contact – The site manager or contact is the person the ACMA would need to contact if we required access to the site.

Section I – Earth Station Details

Channel bandwidth – Channel bandwidth refers to the width of the radio frequency measured in kilohertz (kHz).

Section J – Equipment Details

Antennal Height – The antenna height is the height of the top of the antenna above ground measured in metres.