Application Form for Earth 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 Licence Type**

Licence Sub-Type: ( ) Fixed Earth ( ) Mobile Earth

**C Applicant Details**

Customer number \*

|  |
| --- |
|  |

Name (or contact name if an organisation) \*

|  |
| --- |
| GIVEN NAMES |
| FAMILY NAME |

Organisation name\*

|  |
| --- |
|  |
|  |

Trading name \*

|  |
| --- |
|  |

ACN \* ABN \*

|  |  |
| --- | --- |
|  |  |

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 |

**D 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 |

**E 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](http://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.

**F Service Details**

**Callsign**

|  |
| --- |
|  |

**Nature of Service**

|  |
| --- |
|  |

**Description of Service**

|  |
| --- |
|  |
|  |
|  |
|  |

**G Satellite Details (MUST be completed)**

**Satellite details**

|  |  |
| --- | --- |
| Satellite commercial name |  |
| Satellite ITU network name |  |
| Type of Orbit (GSO or Non GSO) |  |
| Orbital longitude(Required if GSO) | 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: ..........................

**H Station details**

**Area ID (for area wide services) (for Mobile Earth Services only)**

|  |
| --- |
|  |

**Site ID (if using an ACMA existing site) (for Fixed Earth Services only)**

|  |
| --- |
|  |

**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.

1. *Site address* / *Reception Area*\*

|  |
| --- |
| Site Name/Reception Area |
| Street |
| Suburb / Town | Postcode |

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

Coordinate system used (TICK ONE)

⬜ AMG66 ⬜ MGA94 ⬜ WGS84

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 Zone \* Easting \* Northing \*

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

Datum used (TICK ONE)

⬜ AGD66 ⬜ GDA94 ⬜ WGS84 ⬜ Other: .................

|  |  |
| --- | --- |
| LatitudeSouth | LongitudeEast |

**Site Manager or Site Contact**

|  |
| --- |
| NAME |
| TELEPHONE NUMBER: ( ) |

**Earth station transmission characteristics**

**Operating frequency**

|  |  |
| --- | --- |
|  | Frequency(SPECIFY FREQUENCY UNITS)  |
| Transmit \* |  |

**Tuning Range of Equipment**

|  |  |  |
| --- | --- | --- |
|  | Lowerfrequencyfrequency | Upperfrequency |
| Transmit \* |  |  |

|  |  |
| --- | --- |
|  | Uplink(Earth-to-space) |
| Transmitter power \* | Watts |
| Radiated power\* | Watts |
| Power Indicator |  |
| Fixed losses | dB |
| Channel bandwidth | kHz |
| Emission designation \* |  |

**Antenna Details**

Antenna ID \* Description \*

|  |  |  |
| --- | --- | --- |
|  |  |  |

Manufacturer \* Model \*

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vertical Planedeg. | Horizontal Planedeg. |  | dBidBd |  | dB |

Polarisation \* Tilt \* Height above ground \* Azimuth \*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | deg. |  | metres |  | deg.True |

Tilt Range\* For NGSO Azimuth Range \* For NGSO

|  |  |  |
| --- | --- | --- |
|  |  |  |

**I 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.

**J 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 AGENTS ORGANISATION (IF A BODY CORPORATE) |

**K 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 INSTRUCTIONS do not answer your query, please contact the CUSTOMER SERVICE CENTRE.

**General Information**

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

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

In all other cases, the operation of terrestrial transmitters to communicate with satellites must be authorised by an earth licence.

Earth licensing options:

* Fixed earth
* Mobile Earth

**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 F – 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 H – 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.