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| ACMA B12: Special events checklist | ACMA_LOGO_BLACK_55mm |

to accompany an application for a transmitter licence for a special event

**About this form**

Print clearly. Forms which are illegible, unclear or incomplete details may be returned for clarification.

***Please note:***

ACMA defines a special event as:

**A distinct and organised event of major sporting, cultural or other community significance**

You are required to provide all the documentation requested in this checklist. If the required documentation is not provided, the application will be returned for completion before being processed.

Transmitter licences will normally be granted for a short period to cover the duration of the event.

Applications submitted less than 8 weeks before the special event may not be processed in time for the event.

A transmitter licence for a special event is not intended as a substitute for a broader licence, or as a substitute pending such an application.

**Fees and Payment details**

Assessment of limited period and special event licences is charged at the hourly rate. The current hourly rate charge can be found in the Apparatus Licence Fee Schedule published on the ACMA [website](http://www.acma.gov.au). Assessment timeframes may vary from one day for remote areas to three days for metropolitan areas calculated on a seven and a half hour day. Applicants will be contacted if an application is likely to exceed this timeframe.

**Application for a transmitter licence for a special event**

To obtain a temporary licence for a special event, the answers to all questions must accompany your ACMA B12 application form.

1. A description of the special event and information outlining the frequency of the special event, e.g. annual or biennial

i) Description of the special event (attach any material e.g. pamphlets)

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ii) Frequency of the special event

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1. Detailed broadcast programming information which establishes a substantial connection between your broadcast and the special event itself e.g. the special event service is to be primarily for the purpose of providing information about the event, making the event more meaningful to the listener (please attach).
2. Supporting documentation from the organisers of the event, stating that your proposed service is the endorsed service for the special event (please attach).
3. Details of any previous application(s) for a transmitter licence for a special event service, including the dates of any previous transmissions.

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| **Event name (include file no. if available)** | **Date** |
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1. Details of any application(s) for other broadcasting licenses e.g. low power open narrowcasting, temporary community broadcasting. Please include the date of lodging your application.

i) Type of licence

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ii) Date of lodgement

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1. If a permanent or temporary community broadcaster is providing services in your region, please provide evidence that the community broadcaster has been requested to cover the special event as part of its regular programming and has declined to do so. (Please attach)

**Applicant’s declaration**

I:

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Of: (name and address of organisation)

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declare that all the information I have provided in applying for a transmitter licence for a special event is true and accurate.

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| SIGNATURE | DATE |
| PRINT NAME AND TITLE |

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