

# Application form for amateur assigned apparatus licence(s)



## Instructions

1. You must be qualified before you apply. See [qualifications for amateur operators](#) on the ACMA website.
2. Applications for apparatus licences are made in accordance with section 99 of the *Radiocommunications Act 1992*.
3. If you are unsure how to complete any part of the application form, please refer to the guidance notes at the end of this form.
4. **Please print clearly.** Illegible, unclear or incomplete application forms may delay processing or forms may be returned for completion.
5. When filling out the applicant's details, provide the existing or proposed licensee's details, not those of an agent.
6. **Publication 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 register is on the ACMA website [www.acma.gov.au](http://www.acma.gov.au) (search 'Register of Radiocommunications Licences') and is also available for inspection at any ACMA office.
7. **Privacy notice:** The ACMA collects and uses the information in this form to process your application for an apparatus licence. The ACMA will collect and disclose your personal information to the Wireless Institute of Australia to carry out technical coordination of the service for which you are making an application. For more information about the ACMA's privacy practices, your rights and how to contact the ACMA with your privacy questions or concerns, please see the ACMA [Privacy Policy](#).

## A Application type

Please specify application type (tick one):     New service                       Variation to an existing service

## B Licence details

Licence sub-type:                       Amateur beacon                       Amateur repeater

## C Applicant details

**Customer number:\***

**Name (or contact name if an organisation)\***

GIVEN NAMES
FAMILY NAME

**Organisation name:\***

**Trading name:\***

**ACN:\***

**ABN:\***

<input type="text"/>	<input type="text"/>
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**Industry type (description of main business activity; e.g., construction, mining, manufacturing):**

**Entity type (description of entity; e.g., Australian public company, individual/sole trader, local government):**

**Contact details:**

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

**Postal address:\***

<input type="text"/>
<input type="text"/>
<input type="text"/>
POSTCODE

**Residential or business address:**

**NOTE:** If no postal address is provided, the residential or business address will be taken as the postal address and the abovementioned disclosure provisions will apply.

POSTCODE

**D Required licence period**

Licences are usually issued for one year. If licences are required for periods other than one year, please specify the period (e.g., 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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**E Payment of fees**

Licences issued for periods up to, and including, one year must be paid for in full at time of application. Licences issued for longer periods may be paid for in full at the time of application, 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 [www.acma.gov.au](http://www.acma.gov.au).

**Note:**

- 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.

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

**F Service details**

**Call sign:**

**Operation:**

- ( ) Simplex (one frequency)    ( ) Duplex (2 frequencies)

**Nature of service** (refer to guidance notes at the end of this form):

**Description of service:**


**G Station details**

**Choose one:**

**Area ID (if seeking an area wide service – refer to guidance notes):**

**OR**

**Site ID (if using an existing ACMA site):**

**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\*

Site name/Reception area	
Street	
Suburb/Town	Postcode

(B) Map grid coordinates (not required if item C was completed)

Coordinate system used (tick one):

- AMG66     MGA94     WGS84

Zone*			Easting*				Northing*				

(C) Geographic coordinates (not required if item B was completed)

Datum used (tick one):

- AGD66     GDA94     WGS84     Other: .....

	Latitude		Longitude
	South		East

**Site manager or site contact:**

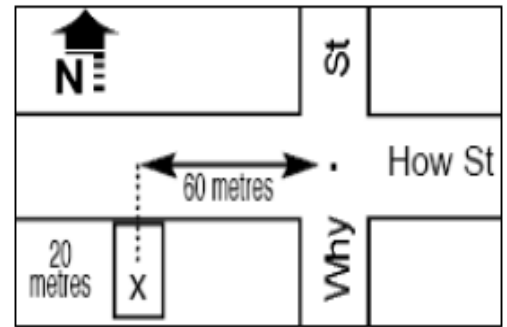
NAME
TELEPHONE NUMBER: ( )

## 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 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 Spectrum details

### Operating frequency:

	Frequency (specify frequency units)
Transmit *	
Receive *	

### Tuning range of equipment:

	Lower frequency	Upper frequency
Transmit*		
Receive		

### Power indicator:

Px (Peak)     Py (Mean)     Pz (Carrier)

### Transmission characteristics (specify units for parameter values):

Transmitter power\* (if applicable)

Radiated power (if applicable)

Fixed losses (if applicable)

Channel bandwidth

Emission designation\*

Communication distance (max)

	EIRP
	km

Where multiple carriers are used, a detailed description, including power distribution, should be attached.

## J Equipment details

### Operating mode:

Transmitter     Transceiver     Receiver

### 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	Horizontal plane	Gain	Front-to-back ratio
deg.	deg.	dB dB d	dB

Polarisation\*

Tilt\*

Height above ground\*

Azimuth\*

	deg.	metres	deg. true
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### 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 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):

## L Where to send this form

Please send your completed application form and payment (where a set fee is applicable) to:

Customer Service Centre  
PO Box 78  
Belconnen ACT 2616

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

You can also email the Customer Service Centre ([info@acma.gov.au](mailto:info@acma.gov.au)) if you need help completing this form.

## Guidance notes

### General information

An amateur licence is issued to authorise a station that:

- is operated for the purposes of self-training in radiocommunications, intercommunication using radiocommunications, and technical investigation into radiocommunications by people who do so solely with a personal aim and who have no pecuniary interest in the outcome of the operations of the station
- is operated on amateur frequencies or amateur frequency bands
- may participate in the amateur-satellite service.

### Amateur assigned options

- Amateur beacon  
Amateur beacons are used by other amateur stations, principally for the purpose of identifying propagation conditions; that is, the effect the earth's atmospheric layers and space have on radiofrequency emissions.
- Amateur repeater  
The amateur repeater licensing option authorises the operation of stations that automatically re-transmit transmissions from other amateur stations. Amateur repeaters are used to improve the communications coverage of the amateur service. They are usually sited to take advantage of terrain characteristics that enhance coverage. They may employ either 2-frequency (receive information transmitted from amateur stations on one frequency and re-transmit it on another) or single-frequency (receive and transmit on the same frequency using information storage and delayed transmission techniques) operating modes.

The frequency channel assigned by the ACMA will normally accord with channel arrangements developed by the Wireless Institute of Australia (WIA). Normally, all applications for proposed repeater services are expected to be endorsed by the WIA. Amateurs may only gain access to repeaters that have input and output frequencies within bands authorised under the amateur's own licence.

**The remainder of these guidance notes 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 when we receive your completed form.

### Section F – Service details

*Call signs* – Call signs are a unique combination of letters and numbers allocated to a radiocommunications user to identify a station. Licensees must use either a nominated call sign that complies with the ITU call sign regulations or a call sign allocated by the ACMA. The call sign must be used at the start of each transmission or series of transmissions.

Further information about call signs 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 G – 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 IDs 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 the Customer Service Centre (see Section L) to discuss the process for creating a new area.

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

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

### Section I – Spectrum details

*Channel bandwidth* – The width of the radio frequency measured in kilohertz (kHz).

### Section J – Equipment details

*Antenna height* – The height of the top of the antenna above ground, measured in metres.