

Form for Amendment/*Validation/ Surrender of a **United Kingdom Ship Radio Licence or a **United Kingdom Ship Portable Radio Licence

Please note that Ship Radio licensees and Ship Portable Radio licensees are encouraged to register and print their ship radio licences via the Ofcom website www.ofcom.org.uk.

A separate form should be used for each type of licence.

Please refer to the 'Ship Radio Guidance Notes for Licensing' Of168a when filling in this form.

Further information is available in 'Ship Radio Information' Of19a.

All fields are mandatory unless stated otherwise. Exceptions are Title, Tel No, Fax No, and E-mail. However, failure to supply this information may hinder Search and Rescue operations and may also delay the processing of forms.

Please use **BLOCK CAPITALS** and black ink throughout this form and use a separate sheet of paper for supplying additional information, clarification, or if space is not sufficient.

Tick if you have attached a separate sheet(s).

General information

The use of all maritime radio transmission equipment on board a vessel must be covered either by a Wireless Telegraphy Act Ship Radio Licence or Ship Portable Radio Licence.

Before completing this form, please read the guidance notes.

Please ensure that this form is completed fully. It may be returned to you if it is not.

Important

- 1 Maritime radio transmitting equipment may be operated only by or under the direct and personal supervision of the holder of the appropriate Maritime Radio Operator's Certificate of Competence and Authority to Operate. Details of these are available from the Maritime and Coastguard Agency (MCA). See 'Ship Radio Guidance Notes for Licensing'.
- 2 The radio equipment covered by this licence must meet certain performance requirements as detailed in Section 4 of the guidance notes.

The Data Protection Act

The information you provide in this form and any information submitted will be used by Ofcom for the purpose of issuing, amending, validating and surrendering a Ship Radio Licence or a Ship Portable Radio Licence. See Ofcom's website for our data protection statement at www.ofcom.org.uk

The information held by Ofcom will be updated as appropriate by relevant numbering records provided by Inmarsat, Accounting Authority Identification Code records provided by the (Maritime Radio) Accounting Authorities and EPIRB/PLB records provided by the MCA.

This information may be provided by Ofcom to the International Telecommunication Union (ITU) and the Maritime and Coastguard Agency (MCA) to assist in Search and Rescue operations and to help ensure that the information held by the ITU and MCA is accurate and up to date. This information may also be provided by Ofcom to law enforcement agencies (such as the police) for crime and taxation purposes as well as the Maritime administrations MCA Channel Islands and the Isle of Man. We will keep your information confidential and will not disclose it to third parties, except where we are required to do so by law or where we have obtained your consent in advance.

Please note that in general, licensing details of Ship Portable Radio licences are not sent to the ITU.

* Licensees are required to validate their details at least once every ten years unless they have notified Ofcom that their details have changed during that period.

** Including the Channel Islands and the Isle of Man.

Section 1 Licensee details

If your licence relates to an organisation, go to 1b, otherwise go to 1a.

1a	Title of licensee (optional) (e.g. Mr, Mrs, Miss, Ms, Dr, other)	<input type="text"/>
	First name	<input type="text"/>
	Last name	<input type="text"/>
	Middle name (optional)	<input type="text"/>
1b	Name of organisation	<input type="text"/>
	Organisation contact name	<input type="text"/>
	Job title	<input type="text"/>

Go to Section 2

Section 2 Amendments/Validation/Surrender of an existing Licence

Current details

Ship Radio Licence only:

Call sign	<input type="text"/>
MMSI number (if applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
VHF DSC portable radio MMSI number (if applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Licence number	<input type="text"/>

Ship Portable Radio Licence only:

'T' number	<input type="text"/>
VHF DSC Portable radio MMSI number (if applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Licence number	<input type="text"/>

- | | | |
|---|--------------------------|---|
| For Amendments to an existing Ship Radio Licence | <input type="checkbox"/> | Tick and go to Section 3 |
| For Amendments to an existing Ship Portable Radio Licence | <input type="checkbox"/> | Tick and go to Section 4 |
| For Validation of an existing licence | <input type="checkbox"/> | Tick and go to Section 8 |
| For Surrender of an existing licence | <input type="checkbox"/> | Tick and go to Section 9
(Tick one box only) |

Section 3 Changes to radio equipment and vessel name (for a Ship Radio Licence only)

Indicate changes since the licence was last issued:

Radio Equipment	Quantity	
	Added	Removed
VHF Fixed 156-163 MHz		
VHF/DSC Fixed 156-163 MHz		
VHF Portable 156-163 MHz		
VHF/DSC Portable 156-163 MHz		
MF/WT 415-535 kHz		
MF/WT 1,605-4,000 kHz		
HF/WT 4,000-27,500 kHz		
MF/RT 1,605-4,000 kHz		
HF/RT 4,000-27,500 kHz		
MF/HF DSC 1,605-27,500 kHz		
AIS Transponder 156-163 MHz		
EPIRB 121.5 MHz		
EPIRB 121.5/243 MHz		

RadioEquipment	Quantity	
	Added	Removed
EPIRB 406 MHz/121.5 MHz		
EPIRB 1.6 GHz Band (These are becoming obsolete)		
PLB 121.5 MHz		
PLB 406/121.5 MHz		
Aeronautical SAR 121.5/123.1 MHz		
UHF Portable 457/467 MHz Band (ITU Radio Regs.Art.5.287)		
*Satellite Earth Station equipment	*Primary Inmarsat Mobile No. (If known)	
Satellite Standard A	1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Satellite Standard B	3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Satellite Standard C	4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Satellite Standard Mini C	4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Satellite Standard F	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Satellite Standard M	6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Satellite Standard Mini M	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
SART (9,200-9,500) MHz		
Radar 2,900-3,100 MHz, 9,300-9,500 MHz		

* If necessary list additional Inmarsat Mobile Nos. and Satellite Standard type on a separate page and tick to confirm attachment.

Additional identification numbers

If you require an additional MMSI number supplied only for Portable VHF DSC equipment tick the box VHF DSC Portable MMSI Number

New name of vessel (if applicable)

Go to Section 5

Section 4 Changes to radio equipment (for a Ship Portable Radio Licence only)

Indicate changes since the licence was last issued.

Note: Only a max of 1 VHF portable radio, 1 VHF DSC portable radio, 1 EPIRB, 1 PLB and 1 aeronautical SAR radio equipment may be licensed under a Ship Portable Radio Licence

Radio Equipment	Quantity	
	Added	Removed
VHF Portable 156-163 MHz		
Portable VHF/DSC 156-163 MHz		
EPIRB 121.5 MHz		
EPIRB 121.5 /243 MHz		
EPIRB 406/121.5 MHz		

RadioEquipment	Quantity	
	Added	Removed
PLB 121.5 MHz		
PLB 406/121.5 MHz		
Aeronautical SAR 121.5/123.1 MHz		

Additional identification numbers

If you require an MMSI number tick (only necessary if you have a VHF DSC Portable Radio)

**If you ticked (in Section 4) a PLB or EPIRB which includes the 406 MHz frequency, go to Section 5
If not go to Section 6**

Section 5

Changes to 406MHz/1.6GHz EPIRB/PLB registration details (for both Ship Radio Licence and Ship Portable Radio Licence)

Fill in all boxes where changes are required:

Tick as relevant

Beacon added

Beacon removed

Beacon frequency

Beacon manufacturer's name

Beacon type (from the label on the beacon)

Beacon serial number (from the label on the beacon)

Hex ID (15 characters, if known)

If the vessel carries more than one EPIRB/PLB, record the details of the additional devices on a separate sheet of paper clearly indicating all the relevant attributes as indicated above and attach it to this page of the form.

Tick to confirm you have attached additional page(s)

IMPORTANT: All 406MHz EPIRBs and PLBs must be registered at the address shown below. Contact the EPIRB REGISTRY if no acknowledgement is received within two weeks.

The EPIRB Registry

HM Coastguard MRCC (Falmouth)

Pendennis Point, Castle Drive, Falmouth, Cornwall, TR11 4WZ

Tel: +44 (0)1326 211 569 Fax: +44 (0)1326 319 264

Email: epirb@mcga.gov.uk

[Go to Section 6](#)

Section 6

Changes to 24-hour emergency contact details (for both Ship Radio Licence and Ship Portable Radio Licence)

Name and address of contact to be used in the event of an emergency (24hr if possible). This information **MUST** be supplied and will only be used by Search and Rescue authorities in an emergency.

If you do not have a contact, write N/A.

First name

Last name

Relationship (optional)
to licensee

Address

Post Town

Postcode

Country

Tel.

Fax

E-mail

Alternative 24-hr emergency Tel. No.

[Go to Section 7](#)

Section 7

Change in current licensee name or address (amended details)

(Fill in all the boxes with the new details)

N.B. Licences are NOT transferable between vessels or persons – Please visit the Ofcom website at www.ofcom.org.uk and apply for a new free lifetime licence for a newly acquired vessel (whether old or new).

Please note that a change of name must be supported by documentary evidence.

Title (optional) First name
(e.g. Mr, Mrs, Miss, Ms, Dr, other)
Middle name (optional)
Last name

Tick to confirm that you have enclosed a certified copy of your change of name documentation:
(e.g. marriage certificate or deed poll – please do not send original documentation. A photocopy or scan is acceptable).

2c Licensee address

Address

Post Town
Postcode
Country
Tel. (optional)
Home/Business/Mobile (delete as appropriate)
Fax (optional)
Home/Business (delete as appropriate)
E-mail (optional)

Mailing address

Address

Post Town
Postcode
Country

[Go to Section 10](#)

Section 8

Licence Validation (confirmation that licensing details are correct of licence already held)

Tick to confirm that your licensing details are correct (i.e. unchanged since your last licence was issued or last validated):

Do not tick this box if you have amended any of your licensing details in Section(s) 3-7

(Validation is necessary at least once every 10 years if licence details have not changed during that period)

[Go to Section 10](#)

Section 9

Surrender of licence (licence no longer required)

Tick if you are surrendering your licence:

Tick all applicable boxes below:

Radio sold or passed on

Vessel sold

Radio lost or destroyed

Vessel scrapped

Radio retained

Station de-commissioned

If a vessel has been sold, give details of new owner (if known):

Title of licensee (optional)

(e.g. Mr, Mrs, Miss, Ms, Dr, other)

Address

First name

Last name

Post Town

Postcode

Country

Tel.

Fax

E-mail

[Go to Section 10](#)

Section 10

Declaration

By signing this form I confirm that I have read and understood the (guidance) notes and any information provided is correct and complete to the best of my knowledge and belief.

I declare that I*/the body I represent* will be responsible for compliance with the licence and will have control and supervision of the equipment, and that I have due authority to make this declaration and sign this application on my own behalf**/behalf of the body I represent**. I agree to the use of my personal data for the purposes described in page 1 of this form.

*Delete as applicable **Delete as applicable

Signature of applicant/licensee

Date of application

 / /
d d m m y y y y

Name

Name of organisation (if applicable)

Position held (if applicable) (job title)

Where to send this form

When you have completed this form, send it with any attached pages to:

Ofcom Licensing Centre

PO Box 56373

London

SE1 9SZ

For help, contact:

Ofcom Licensing Centre

Tel: 020 7981 3131

Fax: 020 7981 3333

Textphone: 020 7981 3043 – Please note that this number only works with special equipment used by people who are deaf or hard of hearing.

E-mail: licensingcentre@ofcom.org.uk

Website: www.ofcom.org.uk

FOR OFFICIAL USE ONLY

Type of licence

Callsign

T No.

Fixed MMSI

VHF DSC Portable MMSI

Date issued

 / /

d d m m y y y y

Licence number

Officer's signature

Officer's name