#### How to log in

Visit <u>https://ofcom.force.com/licensingcomlogin</u>

- Enter you Email address and Password
- Click the Login button

#### How to apply

When you log in you will see the Licensing Dashboard

Under My Licences click Apply for a new licence



- Select Amateur Radio
- Click Next

# Apply for a licence

Select the type of licence for which you would like to apply

Next

NoV

Desi

- Business Radio Light
- Maritime Radio Light
- Ship Radio
- Amateur Radio
- Previous

- Select NoV Special Event Station from the drop down list
- Click Next

Only licensees who hold an Amateur Full or Amateur Club Radio licence can apply for a NoV Special Event Station.

#### Apply for a licence

Amateur Radio Licence FAQs

| GB candidate number  |  |
|--|--|
| 2001546  |  |
| alidate  |  |
| ase select the required licence  |  |
| ase select the required licence  |  |
| ease select the required licence<br>Amateur Club Radio Licence<br>Amateur Club Radio Licence |  |

# Select the licence the NoV will be associated to from the drop down list



# Enter the desired call sign suffix then click Check Call Sign Availability

Example: If the desired call sign is "GB0ABC" you will need to enter "0ABC" in this box.

"GB" is the prefix of a special event call sign and will be automatically applied to your call sign. Call signs that fall outside the normal format will need to be submitted in a separate request to Spectrum Licensing.

| Details 1              |                             |
|------------------------|-----------------------------|
| red Call Sign Suffix * | Check Call Sign Availabilit |
|                        |                             |

If the call sign is available, you will see the following message

# Call sign is available

 If the call sign is not available, you will see the following message. You will need to choose a different call sign.

# A Call sign suffix is not available or format is incorrect

- Complete all other mandatory fields
- Click Next

The NoV duration can be no longer than 28 days. The NoV can be applied for no earlier than six months before the NoV start date.

- You must accept the terms and conditions by selecting I accept Terms & Conditions from the drop down box
- Click Finish

| Index making your declaration and final submission to Ofcom you must confirm that the Special Event Station will be operated in accordance with the following<br>conditions:<br>The Special Event Station permitted to be set up by Radio Ansterus under the terms of the Inside of Variation must be in support of an event which is of special specificance, being<br>in support of a celetation or demonstration and will be even to levels by members of the public. No Multian or Matchine Multi- equivalence with the Inside of Variation to the Inside of Variation to the Variation to | Declaration   |  |
|---|---|--|
| The benefit from Satison permitted to be set up by balled Amorbians under the terms of the ballet of Visobian much in support of an event which a disposited applicance, being<br>in support of a calculation or demonstration and will be open to survivally the public. No Mobile or Martime Mobile Opention will be permitted.<br>Loader that the functional provided within the application is correct to the best of my knowledge and Lacopt the conditions of the Notice of Viariation to my current<br>literate to allow a Special Event Station to be set up and operated.<br>Please accept TAL to finish application process *<br>Lacopt Terms 4. Conditions *   | Before making your declaration and final submission to Ofcom you<br>conditions:   | nust confirm that the Special Event Station will be operated in accordance with the following  |
| I confirm that the information provided within this application is correct to the best of my knowledge and I accept the conditions of the Notice of Variation to my current<br>licence to allow a Special Event Studies to be set up an operated.<br>Please accept Tack 56 michina application process*<br>Laccept Terms & Conditions   | The Special Event Station permitted to be set up by Radio Amateurs une<br>in support of a celebration or demonstration and will be open to viewir | v the terms of the Notice of Variation must be in support of an event which is of special significance, being<br>t by members of the public. No Mobile or Maritime Mobile Operation will be permitted. |
| Please accept T&C to finish application process * Laccept Terms & Conditions *  | I confirm that the information provided within this application is co<br>licence to allow a Special Event Station to be set up and operated.      | ect to the best of my knowledge and I accept the conditions of the Notice of Variation to my current   |
| Laccept Terms & Conditions  | Please accept T&C to finish application process*  |  |
|   | Laccept Terms & Conditions  | *  |
|   |   | Providence Control D   |

The NoV document will be automatically emailed to you via the licensing system. Please allow a few minutes for this to happen. If the email does not come through, ensure check your junk and spam folders.

#### Viewing your NoV

From the home page under My licences, click
 View my licences



Hover over the relevant licence and click View

| Product Type               |           |            | Issue Date     |     |  |
|----------------------------|-----------|------------|----------------|-----|--|
| Amateur Full Radio Licence |           | 09/12/2016 | 5              |     |  |
|                            | View      | Amend      | Surrender      |     |  |
| NoVs are dis               | played at | the bottom | of the screen. | You |  |

can view your NoV by clicking the 🕒 icon.

Notices of Variation

| Product Type              | Start date | End date   | Callsign      |
|---------------------------|------------|------------|---------------|
| NoV Special Event Station | 13/12/2016 | 17/12/2016 | <b>GB0AAA</b> |

Only active NoVs will be displayed. Once they have expired you will no longer have visibility of them.

#### What you cannot do online

The Online Licensing Service does not allow you to:

- Apply for a Special, Special Event Notice of Variation
- Apply for a Permanent Special Event Notice of Variation

### **Things to Remember**

#### Helpful tips

- If you surrender your Amateur Radio Licence, all associated NoVs will be cancelled
- Special Event call signs are reserved to a licensee for two years from the NoV end date

# **Contacting Ofcom**

By email: spectrum.licensing@ofcom.org.uk

# By post:

Spectrum Licensing Ofcom Riverside House 2a Southwark Bridge Road London SE1 9HA

**By telephone**: 0300 123 1000

Website: www.ofcom.org.uk



Applying for **Special Event Station** Notice of Variations Online