

# APPLICATION TO ESTABLISH OR CHANGE AN AERONAUTICAL GROUND RADIO STATION



This application covers applications for or amendments to existing:

- Approval issued under Article 205, 206 or 180 of the Air Navigation Order (ANO)
- Aeronautical Radio Licence issued under the Wireless Telegraphy Act 2006
- Frequency Assignment allocated under the provisions of ICAO EUR Doc 011 Frequency Management Manual

Please complete this form online (preferred method) then print, sign and submit as instructed. Alternately, print, then complete in BLOCK CAPITALS using black or dark blue ink

**Unique Corporate No. (to be completed by CAA)**

## 1. APPLICANT TYPE

|                               |                                    |                                  |                        |
|-------------------------------|------------------------------------|----------------------------------|------------------------|
| Individual                    | Complete Section 2. a)             | Charity                          | Complete Section 2. c) |
| Partnership                   | Complete Section 2. a)             | Ministry of Defence              | Complete Section 2. c) |
| Private Clubs                 | All Members Complete Section 2. a) | Trust                            | Complete Section 2. c) |
| Limited Liability Partnership | Complete Section 2. b)             | Public Educational               | Complete Section 2. c) |
| Limited Company               | Complete Section 2. b)             | Establishment University/College |                        |

## 2. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

CAA Aeronautical Radio Licensing Customer No (if known):

### a. INDIVIDUAL (including sole traders and partnerships and private clubs)

Title: ..... Forename: ..... Surname: .....  
 Address: .....  
 ..... Postcode: .....  
 Telephone: ..... Fax: .....  
 E-mail: ..... Mobile Telephone: .....

Trading Name: (if applicable) .....

A certified copy of your valid Passport or valid Photocard Driving Licence (see Guidance Note 1) must accompany your application as proof of identification. Failure to supply proof of identification may result in a delay to the application processing time.

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

### b. A COMPANY

Registered/Legal Company Name (in full): .....  
 Registered Company Number: .....  
 Country of Company Registration: .....  
 Registered Office Address: .....  
 ..... Postcode: .....  
 Telephone: ..... Fax: .....  
 E-mail: .....  
 Trading Name if Applicable .....  
 Trading Address (primary site): .....  
 ..... Postcode: .....

**Authorised Representative of Company**

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title ..... Forename ..... Surname .....

Position In Company: .....

Telephone: ..... Email: .....

If you are a not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

**This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.**

**c) An Unincorporated Association or other body**

Name of Unincorporated Association or other body: .....

Address: .....

Postcode:.....

Telephone: ..... Fax: .....

E-mail: ..... Mobile Telephone: .....

**Authorised Representative**

This application is to be signed by a person authorised by the body named above to act on behalf of it.

Title ..... Forename ..... Surname .....

Position: .....

Charity Number (if applicable): .....

**3 ADDRESS FOR CORRESPONDENCE (it different to above)**

Postal Address (if different from above): .....

Postcode: .....

**FALSE REPRESENTATION STATEMENT**

Article 256 and 265 of the Air Navigation Order 2016 provides that it is an offence to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

**4. OPERATIONAL DETAILS**

**For All Applications**

**Type of Application**

Permanent Aeronautical Ground Radio Station

Special Event Aeronautical Ground Radio Station  
To be established for less than 12 months

If you are offering a temporary ATC service please ensure that section 10 b) is completed as well as 10 a)

Change to Existing Aeronautical Ground Radio Station

Do you require, or are you amending:  
(usually applications/amendments would be for all three items apart from special events)

ANO Approval

Aeronautical Radio Licence

Frequency Assignment

If this application is to amend an existing Aeronautical Ground Radio Station please supply any affected Radio Licence number/s below

.....

**Type of Service Required**

A full list of service definitions and associated fees is available in the accompanying Guidance Notes.

| <b>VHF Aeronautical Station</b>   | Complete section/s |
|---|--------------------|
| Recreational Aviation <input type="checkbox"/> State Type .....   | 5/6                |
| Operation Control (OPC) <input type="checkbox"/> Aerodrome Surface (AS) <input type="checkbox"/> Ground Movement Control (GMC) <input type="checkbox"/> Departure ATIS <input type="checkbox"/> | 5/6                |
| Offshore Main Base Station <input type="checkbox"/> Associated Mobile Support Units <input type="checkbox"/>  | 5/6                |
| For Offshore services please supply IMO Number .....  |                    |
| Air/Ground (AG) <input type="checkbox"/> Aerodrome Flight Information Service (AFIS) <input type="checkbox"/> Aerodrome Control Service (TWR) <input type="checkbox"/>                          | 5/6                |
| Approach Control Service (APP) <input type="checkbox"/> Area Control Centre Service (ACC) <input type="checkbox"/> Flight Information Service (FIS) <input type="checkbox"/>                    | 5/6                |
| Arrival ATIS (ATIS) <input type="checkbox"/> VHF Air Ground Data Link (VDL) <input type="checkbox"/> Aircraft Communications Addressing and Reporting System (ACARS) <input type="checkbox"/>   | 5/6                |
| Fire and Emergency Services using emergency frequency 121.5 MHz, 121.6 MHz or 123.1 MHz <input type="checkbox"/>  | 5/6                |
| Meteorological Information for Aircraft in Flight (VOLMET) <input type="checkbox"/> <b>High Frequency</b> <input type="checkbox"/>  | 5/6                |
| <b>Radar</b> <input type="checkbox"/>   | 7                  |
| <b>Navigation Aid</b> <input type="checkbox"/>  | 8                  |
| Proposed Callsign .....   |                    |

**For Special Event Aeronautical Ground Radio Station Applications**

Please see the additional submission details for Special Event applications where an ATC Service will be provided, in section 10 b)

Name of event: .....

Date(s) of event: .....

Name of event organiser:.....

Address of event organiser (if not supplied in section 2):.....

..... Postcode: .....

**5. VHF/ HF COMMUNICATIONS OPERATIONAL DETAILS**

Type of Designated Operational Coverage (DOC): (Tick as Appropriate)

Area

Broadcast

Circular

Required DOC (for circular DOC): Height..... Range .....

For non-circular DOCs please supply polygon lat, long and height details for the DOC below please supply any additional details in the additional information Section 11 or on a separate sheet,

|    | Lat | Long | Height |    | Lat | Long | Height |
|----|-----|------|--------|----|-----|------|--------|
| 1  |     |      |        | 11 |     |      |        |
| 2  |     |      |        | 12 |     |      |        |
| 3  |     |      |        | 13 |     |      |        |
| 4  |     |      |        | 14 |     |      |        |
| 5  |     |      |        | 15 |     |      |        |
| 6  |     |      |        | 16 |     |      |        |
| 7  |     |      |        | 17 |     |      |        |
| 8  |     |      |        | 18 |     |      |        |
| 9  |     |      |        | 19 |     |      |        |
| 10 |     |      |        | 20 |     |      |        |

**TRANSMITTER DETAILS**

| Transmitter Location (Site Name) | Latitude | Longitude | Channel Spacing Available |    |      |
|----------------------------------|----------|-----------|---------------------------|----|------|
|                                  |          |           | 50                        | 25 | 8.33 |
|                                  |          |           |                           |    |      |
|                                  |          |           |                           |    |      |
|                                  |          |           |                           |    |      |
|                                  |          |           |                           |    |      |
|                                  |          |           |                           |    |      |

**DETAILS OF PROPOSED EQUIPMENT**

*Please supply full details including (where appropriate) manufacturer, model type and modification state*

## 6. VHF/HF SERVICE DETAILS

### PERMANENT INSTALLATIONS

In the following table, enter the expected number of aircraft movements and indicate the level of service proposed

| Date(s)  | Maximum number of movements expected per day | Maximum number of movements expected per hour | Level of service requested |                          |                          |                          |                          |                          |                          |                          |
|----------|--|---|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|          |  |   | Air Traffic Control        |                          |                          |                          | AFIS                     | AGCS                     | OPC                      | Off shore                |
|          |  |   | APP                        | ADC                      | GMC                      | ATIS                     |                          |                          |                          |                          |
| Saturday |  |   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sunday   |  |   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Weekday  |  |   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you are applying for an Offshore licence please ensure you supply the information and fee for an associated NDB

### TEMPORARY OR SPECIAL EVENTS

In the following table, enter the expected number of aircraft movements and indicate the level of service proposed

| Date | Maximum number of movements expected per day | Maximum number of movements expected per hour | Level of service requested |                          |                          |                          |                          |                          |                          |
|------|--|---|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|      |  |   | Air Traffic Control        |                          |                          |                          | AFIS                     | AGCS                     | OPC                      |
|      |  |   | APP                        | ADC                      | GMC                      | ATIS                     |                          |                          |                          |
|      |  |   | <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"/> | <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"/> | <input type="checkbox"/> |
|      |  |   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### FOR ATC, FIS AND AGCS APPLICATIONS

Please enter the licence and certificate numbers of all proposed radio stations operators in the appropriate columns.

| Name | Date of Birth | Qualifications            |  |                     |  |                         |  |
|------|---------------|---------------------------|--|---------------------|--|-------------------------|--|
|      |               | Controller Licence Number |  | FISO Licence Number |  | AGCS Certificate Number |  |
|      |               |                           |  |                     |  |                         |  |
|      |               |                           |  |                     |  |                         |  |
|      |               |                           |  |                     |  |                         |  |
|      |               |                           |  |                     |  |                         |  |
|      |               |                           |  |                     |  |                         |  |

## 7. RADAR

### PRIMARY SURVEILLANCE RADAR

|  |  |                                    |
|--|--|------------------------------------|
| Site/Location Name .....                 |  |                                    |
| Site/Location                            | Lat .....  | Long .....                         |
| Site/location height                     | (Above Mean Sea Level).....                                | (Metres)                           |
| Antenna Height                           | (above Ground Level) .....                                 | (Metres)                           |
| Instrumented Coverage Range              | .....( Nautical Miles)                                     |                                    |
| Radar                                    | Make .....   | Model No .....                     |
| Transmitter Type (delete as appropriate) | Solid State/ Magnetron / TWT / Other .....                 |                                    |
| Transmitter Power                        | .....(dBi)   |                                    |
| Antenna                                  | Make .....   | Model No .....                     |
|  | Antenna Gain .....   | Scan rate .....revs per minute     |
| Horizontal Beamwidth                     | .....  | Feeder Loss .....                  |
| Vertical Low Beamwidth (Main)            | .....  | Vertical Low Beamwidth (Aux) ..... |
| Polarisation (delete as appropriate)     | Linear / Circular / Other (please specify) .....           |                                    |
| Antenna Pattern (delete as appropriate)  | Cossec2 / Pencil / Fan Beam / Other (please specify) ..... |                                    |
| Frequency Requirements                   | No of Frequencies Required.....                            | Minimum Diversity.....             |
| Range                                    | Min .....  | Max .....                          |
| Intermittent Frequencies (IF)            | Bandwidth(s).....  | Frequency (ies) .....              |

### SECONDARY SURVEILLANCE RADAR

|   |           |
|---|-----------|
| Site/Location Name .....  |           |
| Site/Location   | Lat ..... |
| Long .....  |           |
| Number of Interrogator (1030 MHz) Transmitters .....                    |           |
| NISC Approval applied for (delete as appropriate)                       | Yes / No  |
| If NISC Approval already exists please provide certificate number       | .....     |
| Application required with MICA (Eurocontrol) for SI/II code             | Yes / No  |
| Registration with MICA (Eurocontrol) for access to MICA web based tools | Yes / No  |
| 24-bit address required for remote site Monitors                        | Yes / No  |
| SIC/SAC Code Required   | Yes / No  |

**8. NAVAID SYSTEMS**

**VHF OMNIDIRECTIONAL RADIO RANGE (VOR)**

Location/Site Name .....

VOR identifier (if an ICAO Morse identifier already exists please provide this) .....

Associated Ranging Equipment (please tick if available) DME

Antenna Location Lat ..... Long .....

Antenna location height (Above Mean Sea Level).....(Metres)

Antenna Mast Height (above Ground Level) .....(Metres)

Antenna Make ..... Model No .....

Antenna Gain .....(dBi)

Transmitter Equipment Make ..... Model No .....

Transmitter power (Watts) .....

**DISTANCE MEASURING EQUIPMENT (DME) TERMINAL/ENROUTE**

Location/Site Name .....

DME identifier (if an ICAO Morse identifier already exists please provide this) .....

Associated Ranging Equipment (please tick if available) VOR

Antenna Location Lat ..... Long .....

Antenna location height (Above Mean Sea Level).....(Metres)

Antenna Mast Height (above Ground Level) .....(Metres)

Antenna Make ..... Model No .....

Antenna Gain .....(dBi)

Transmitter Equipment Make ..... Model No .....

Transmitter power (Watts) .....

**COVERAGE DETAILS FOR DME, VOR or DME/VOR TERMINAL ENROUTE SYSTEMS**

| Site Name As Above | Service | Height (ft) | Range (nm) | Sector Angle (if applicable) |              | 360° |
|--------------------|---------|-------------|------------|------------------------------|--------------|------|
|                    |         |             |            | Start (deg)                  | Finish (Deg) |      |
|                    |         |             |            |                              |              |      |
|                    |         |             |            |                              |              |      |
|                    |         |             |            |                              |              |      |
|                    |         |             |            |                              |              |      |
|                    |         |             |            |                              |              |      |

## 8. NAVAID SYSTEMS

### Localiser

Runway Designator ..... Runway True Heading .....(degrees)  
 ILS identifier (if an ICAO Morse identifier already exists please provide this)  
 .....

Category      Uncategorised     I     II     III     Number of antenna array elements .....

Antenna Array Location (Central Point)      Lat .....      Long .....

Antenna location height      (Above Mean Sea Level).....(Metres)

Antenna      Make .....      Model No .....

Antenna Gain .....(dBi)

Transmitter Equipment      Make .....      Model No .....

Transmitter power (Watts) .....

Associated Ranging Equipment      75 MHz Marker Beacons       Paired DME

### Glide Path

Antenna Location      Lat .....      Long .....

Antenna location height      (Above Mean Sea Level).....(Metres)

Antenna Mast Height      (above Ground Level) .....(Metres)

Antenna      Make .....      Model No .....

Antenna Gain .....(dBi)

Transmitter Equipment      Make .....      Model No .....

Transmitter power (Watts) .....

### DME Paired With ILS

Antenna Location      Lat .....      Long .....

Antenna location height      (Above Mean Sea Level).....(Metres)

Antenna Mast Height      (above Ground Level) .....(Metres)

Antenna      Make .....      Model No .....

Antenna Pattern (Delete as appropriate)      Directional / Omnidirectional / Bidirectional

Antenna Gain .....(dBi)

Transmitter Equipment      Make .....      Model No .....

Transmitter power (Watts) .....





## 10. a) FINANCIAL DECLARATION – AERONAUTICAL RADIO LICENSING FEES

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose the charges payable on application in accordance with the Statutory Instrument No 1075 [Wireless Telegraphy \(Licence Charges\) \(Amendment\) Regulations 2012](#). A full list of radio licence fees is available in the guidance notes which accompany this form.

Total Licensing Fee Payable .....

Name Of Applicant .....  
(as shown in 2 a) or 2b))

Signature of Applicant (named in 2 a): .....

or Signature of Authorised Representative (named in 2b)): .....

Date .....

## 10. b) FINANCIAL DECLARATION – AIR NAVIGATION ORDER ARTICLE 180 APPROVAL FEES FOR SPECIAL EVENTS AERONAUTICAL GROUND RADIO STATION PROVIDING AN ATC SERVICE

If your special event will be providing an ATC Service AND requires an Aeronautical Radio Licence please send the original form and the licensing fee to Aeronautical Radio Licensing and an **ADDITIONAL** copy of your form, with this section completed and where applicable the ANO Article 180 Approval fee to SRG Aerodrome and Air Traffic Standards Division (AATSD)

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose the charge(s) payable as calculated in accordance with the section 4.7 of the CAA Aerodrome Licensing and Aerodrome Air Traffic Services Regulation Scheme of Charges (published in CAA Official Record Series 5) (<http://www.caa.co.uk/docs/33/270Aerodrome.pdf>) to be paid on application are enclosed herewith.

**NB: This application will not be processed until the applicable charges have been received.**

Total ANO Article 180 Approval Fee Payable .....

Name Of Applicant .....  
(as shown in 2 a) or 2 b))

Signature of Applicant (named in 2 a): .....

or Signature of Authorised Representative (named in 2 b)): .....

Date .....

## 11. SUBMISSION INSTRUCTIONS

When you have completed this form, please send it, with attachments as listed below, to:

### Applications requiring an Aeronautical Radio Licence:

**Aeronautical Radio Licensing**  
Directorate of Airspace Policy  
CAA House, K6 G4  
45-59 Kingsway  
London  
WC2B 6TE

**Applications which do not require a Radio Licence or for special events please see the submission details on the accompanying guidance notes.**

### Checklist for submission (All applicants):

Applicable Charge - *See attached Guidance Notes*

**Checklist for submission (Individuals):** – In addition to the above please include one document from Column A and one from Column B. (In the case of partnerships, all partners will need to provide documentation in respect of their identity.

#### Column A

Certified Copy of a Valid Passport; or  
Certified copy of a valid full Photocard Driving Licence; or  
Certified copy of a valid EC/EEA Identity Card

#### Column B

Certified copy of a valid Full Photocard Driving Licence; or  
Bank Statement with your address; or  
Utility bill with your address; or  
Pay Slip

If you do not hold any of the documents listed in Column A and/or B please contact the CAA for advice.

**12. PAYMENT DETAILS**

**a) Payment Type** (please tick your chosen method of payment)

Visa                      Master Card                      Debit Card                      Cheque/Bankers Draft

                                                                

We do not accept American Express, Diners Club or JCB cards. Please do not send cash by post.

**b) Bank Details (for payment by Cheque/Banker's Draft)**

Cheques or Bankers Drafts should be made payable to '**Civil Aviation Authority**'.  
Please write the CAA Application Form No. on the reverse of your cheque.

Please note that any refund applicable will be paid directly to the bank account stated below by BACS transfer.

Name in which Bank Account held: .....

Account Number: ..... Sort Code: .....

If overseas: IBAN Number: ..... Swift Code .....

**c) Card Details (for payment by Credit/Debit Card)**

Card number:

Expiry Date:   /   Security Code (last 3 digits on signature strip on reverse of card)

|                  |   |
|------------------|---|
| Debit Cards Only |   |
| Start Date       | <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> |
| Issue No         | <input type="checkbox"/> (if applicable)  |

Amount: £.....

Name (as written on card): ..... (BLOCK CAPS)

Full Postal address of Card Holder .....

..... Postcode .....

Card Holders Signature: .....

Please tick box if paying with Company Card  Company Name .....

**This information is provided at the applicant's risk and will be used by the CAA for this payment only and will not be used for any other purpose.**

**INTENTIONALLY BLANK**



## APPLICATION TO ESTABLISH OR CHANGE AN AERONAUTICAL GROUND RADIO STATION GUIDANCE NOTES

### Guidance Note 1

The following people can act as 'certifiers':

- Lawyer
- Chartered Accountant
- Serving Police or Customs Officer
- Notary Public
- Member of Judiciary
- Senior Civil Servant
- Actuary
- An Embassy, Consulate or High Commissioner of the country of issue of the document
- Director, Officer or Manager of a regulated financial services business (e.g. Bank Manager)

#### Instructions for the certifier of your ID document are as follows:

1. Insert: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be printed in BLOCK CAPITALS.
4. Must include position or capacity, e.g. lawyer, and contact address.
5. The official company/institutional stamp must be clearly impressed. The address and telephone number contact details must be provided.

### Guidance Note 2

- In order to establish an Aeronautical Ground Radio Station you must have been issued an Approval, under the Air Navigation Order (ANO) by the CAA's Safety Regulation Group (SRG), an Aeronautical Radio Licence under the Wireless Telegraphy Act 2006 and a Frequency Assignment under the provisions of ICAO EUR Doc 011 Frequency Management Manual, by the CAA's Directorate of Airspace Policy (DAP).
- The information collected on this form is used to issue or to amend existing ANO Approval, Frequency Assignment and the Aeronautical Radio Licence.
- Where the application form is for a temporary ground station or special event requiring an Aeronautical Radio Licence, Frequency Assignment and ANO Approval please send a copy of the form to both Radio Licensing with the Radio Licence fee and a copy to Aerodrome and Air Traffic Standards Division (AATSD) Business Management Section with a cheque for the ANO Article 180 Approval fee.
- Where a radio frequency is required this will be issued with the Aeronautical Radio Licence
- This application form will be returned to you if you do not supply all the necessary information and/or the correct fees.
- For permanent installations, once received, a copy of this form will be passed to AATSD in order for them to ensure that the proposed installation can be approved under the ANO.
- CAA DAP or AATSD Staff may contact you to obtain further details in support of your application.
- The Aeronautical Radio Licence, Frequency Assignment and the ANO Approval will be issued as separate documents. You must have been issued with all of the documents before the Ground Radio Station can be operational.
- The CAA has been contracted to distribute Aeronautical Radio Licences by the Office of Communications (Ofcom).

### Guidance Note 3

- **Offshore Installations**  
Frequency Allocation for aeronautical VHF RT and for Non Directional Beacons on mobile installations in the UK areas under concession is carried out using an area system based on blocks and sub blocks. Details of these are published in the UK Aeronautical Information Publication (CAP 32).

#### Guidance Note 4

##### Additional Information

- Documentation is not transferable between legal entities.
- Frequencies can only be allocated for use within the UK Flight Information Region.
- Allocations of Aeronautical Radio Frequencies are for Aeronautical use only.
- For Frequency Management purposes, the CAA reserves the right to restrict the range of communications to limits lower than those requested, to change frequencies where deemed necessary or to revoke frequency allocations.
- Callsigns must be agreed by SRG AATSD. Please use the form to propose a suitable callsign. However, the CAA reserves the right to amend this.
- Requirements for the establishment and operation of an aeronautical radio station are contained in CAP 670 ATS Safety Requirements.

#### Guidance Note 5

##### Submission

- A list of fees and reference points for fees can be found at Guidance notes 7, 8 and 9.
- For permanent installations and non ATC Temporary installations please submit your completed form and the Radio Licence fee/s to **Aeronautical Radio Licensing**.
- For amendments to Groundstations which do not require a fee please submit your completed form to **Aeronautical Radio Licensing**.
- For Temporary installations and Special Events which require an Aeronautical Radio Licence and an ANO Approval for ATC Services please send a copy of the form and the Aeronautical Radio Licence fee to **Aeronautical Radio Licensing** AND send a copy of the form and the ANO Approval Fees to **AATSD Business Management** Section.
- For Special Events which only require an ANO Approval please submit your completed form and where applicable the ANO Article 180 Approval fee to **AATSD Business Management Section**.

#### Guidance Note 6

##### Contact Details

- **Aeronautical Radio Licensing**, Directorate of Airspace Policy, CAA House, K6 G4, 45-59 Kingsway, London, WC2B 6TE. Telephone 0207 453 6555, Fax 0207 453 6556
- **Aerodrome and Air Traffic Standards Division (AATSD)**
- **AATSD Business Management Section** - 2W, Aviation House, Gatwick Road, Gatwick Airport South, West Sussex, England, RH6 0YR. Telephone 01293 573354
- **Southern Regional Office** - 2W, Aviation House, Gatwick Road, Gatwick Airport South, West Sussex, England, RH6 0YR. Telephone 01293 573423
- **Central Regional Office** - 1st Floor, Manchester RO, First Floor, Atlantic House, Atlas Business Park, Simonsway, Wythenshawe, Manchester, M22 5PR. Telephone 0161 216 4500
- **Northern Regional Office** – Stirling, Stirling RO, First Floor, Kings Park House, Laurelhill Business Park, Stirling, Scotland, FK7 9JQ

## GUIDANCE NOTE 7 – AERONAUTICAL RADIO LICENCE FEES FOR UK MAIN

Charities that have as their purpose the safety of human life in an emergency are entitled to a 50% discount (rounded up to the nearest £) Registered Charity Number is required in section 2

Temporary licences are available for licences with a value of £75 or more and will attract a fee of one twelfth of the annual fee for each month or part month, subject to a minimum fee of £20, Licence fees exceeding £20 will be rounded up to the nearest £

| Licence Type   | Service  | Annual Fee  | Monthly Prorated Fee<br>Subject to the minima and rounding stated above   |
|--|--|---|---|
| Aeronautical Station (Recreational Aviation)                     | Microlight, Balloon, Glider, Parachute, Hang- or paraglider  | £75   | £6.25   |
| Aeronautical Station (Aerodrome Surface and Operational Control) | Operational Control (OPC)<br>Aerodrome Surface (AS)  | £350 per 25 kHz channel   | £29.17 per 25 kHz channel   |
|  | Ground Movement Control (GMC)<br>Departure ATIS (DATIS)  | £117 per 8.33 kHz channel   | £9.75 per 8.33 kHz channel  |
| Aeronautical Station (Offshore)                                  | All offshore services  | <b>Base station:</b><br>£350 per 25 kHz channel<br>£117 per 8.33 kHz channel  | £29.17 per 25 kHz<br>£9.75 per 8.33 kHz   |
|  |  | <b>Mobiles:</b><br>£75 per channel assigned, excluding emergency channels and regardless of bandwidth   | £6.25 per channel per month   |
| Aeronautical Station (A/G AFIS and Tower)                        | Air/Ground (A/G)<br><br>Aerodrome Flight Information Service (AFIS)<br><br>Aerodrome Control Service (TWR) | <p>These licences attract bespoke fees that reflect the amount of spectrum used.</p> <p>Fees are derived from the DOC (or the polygonal area for Area services such as VDL), which then have a formula applied to them.</p> <p>The formulae are set by Ofcom but are based on ICAO separation rules.</p> <p>The fee for a 50 kHz channel is twice that of an equivalent 25 kHz channel. The fee for an 8.33 kHz channel is one third of that of an equivalent 25 kHz channel.</p> <p>You will be advised of the fee payable when we know the size of the DOC or service area.</p> <p>You can calculate an approximate fee using the Fee Calculator at the link below:<br/><a href="http://stakeholders.ofcom.org.uk/binaries/consultations/bespoke-fees-aeronautical/annexes/annex.xls">http://stakeholders.ofcom.org.uk/binaries/consultations/bespoke-fees-aeronautical/annexes/annex.xls</a></p> | <p>One twelfth of the bespoke annual fee payable (adjusted for bandwidth), multiplied by the number of months (or parts thereof) needed</p> <p>The final fee for the number of months (or parts thereof) needed is rounded up to the nearest £ and subject to a minimum fee of £20 per licence.</p> |
| Aeronautical Station (Approach)                                  | Approach Control Service (APP)   |   |   |
| Aeronautical Station (Area Control)                              | Area Control Centre Service (ACC)  |   |   |
|  | Fight Information Service (FIS)  |   |   |
| Aeronautical Station (Aeronautical Broadcast)                    | VOLMET<br><br>Arrival Automatic Terminal Information System (ATIS)   |   |   |
| Aeronautical Station (ACARS)                                     | ACARS  |   |   |
| Aeronautical Station (VDL)                                       | VHF air-ground Data Link (VDL)   |   |   |
| Aeronautical Station (Fire and Emergency)                        | Services using an emergency frequency (121.5 MHz, 121.6 MHz, 123.1 MHz), eg Aerodrome Fire Service vehicle | Free of charge  | N/A   |
| Navigation Aid   | Navigation Aid   | £50 per station   | N/A   |
| Radar  | Radar  | £50 per station   | N/A   |
| HF   | HF   | £350  | £29.17  |



## GUIDANCE NOTE 8 - AERONAUTICAL RADIO LICENCE UK CROWN DEPENDENCIES

The new fees are not applicable to ground stations based in the Crown Dependencies.

Licence fees for short term Aeronautical Ground Radio Stations for licences which attract a fee of £75 or over are based on a monthly pro-rata rate of the full annual fee. A minimum fee of £25 applies.

A licence fee is payable for each frequency applied for.

|  | Annual Fee | Monthly Fee |
|--|------------|-------------|
| AGS Fire (121.6 MHz)                     | £25        | N/A         |
| AGS General Aviation (Sporting users)    | £25        | N/A         |
| AGS Navigation Aid (DME, ILS etc.)       | £50        | N/A         |
| AGS Radar (Primary and SSR)              | £50        | N/A         |
| AGS Air/Ground Communication Service     | £100       | £25         |
| AGS Aerodrome Flight Information Service | £100       | £25         |
| AGS Air Traffic/Ground Movement Control  | £150       | £25         |
| AGS Operational Control Communications   | £250       | £25         |
| AGS Offshore Communication Service       | £250       | £25         |
| AGS HF                                   | £350       | £30         |

## GUIDANCE NOTE 9 - AIR NAVIGATION ORDER ARTICLE 180 APPROVALS FEES FOR SPECIAL EVENT AERONAUTICAL GROUND RADIO STATION PROVIDING AN ATC SERVICE

The charge(s) required as calculated in accordance with the section 4.7 of the CAA Aerodrome Licensing and Aerodrome Air Traffic Services Regulation Scheme of Charges (published in CAA Official Record Series 5) (<http://www.caa.co.uk/ors5>) are to be paid on application.

NB: This application will not be processed until the applicable charges have been received.

### IMPORTANT NOTES:

- Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- Overseas Visits:** If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.
- Withdrawal/Cancellation of Approval:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at <http://www.caa.co.uk/refunds> for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.