



European Radiocommunications Committee (ERC) within the
European Conference of Postal and Telecommunications Administrations (CEPT)

**APPLICATION GUIDE AND EXPLANATORY NOTES TO SUPPORT
AN APPLICATION FOR THE USE OF RADIO EQUIPMENT AT SHORT TERM EVENTS**

Stockholm, December 1995

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INTRODUCTION AND GENERAL BACKGROUND

Several CEPT administrations have for a number of years been experiencing interferences from unauthorised use of radio transmitters by foreign teams and organisations in international sporting events and other similar events. The unauthorised use has even interfered with national safety services and thus endangered the safety of life.

The reason for the interference cases has been that the foreign teams have taken along and used their own radio transmitters without contacting the national telecommunications administration in the visited country in advance.

When these unauthorised users have been checked, the explanation has often been that the users have not known that a licence or frequency assignment is necessary.

Most case of interference could be avoided if the users contact the national telecommunications administration in the visited country in advance.

GENERAL GUIDANCE

The organisations participating in short term events abroad and intending to use their own radio equipment should be aware that a licence or frequency assignment may be required.

The procedure for applying for a licence or frequency assignment must be as simple as possible.

The user must be supplied with information concerning the type of technical and administrative details required by the administration. The user must also be provided with information on where to send the application.

It is therefore recommended that administrations should make available a simple information sheet and application form.

These should be available in both English and the host administration national language.

An example is given in Annex A.

WHY RADIO USE NEEDS TO BE LICENSED ?

Radio frequencies are in great demand, and uncoordinated use can cause interference to other users. This can have serious consequences for safety of life. Improper use may also interfere with the conduct of business or cause annoyance to a private individual.

For these reasons, the use of radio equipment is strictly regulated in every country.

Unauthorised use of radio equipment could mean immediate termination of use, confiscation of the equipment, severe penalties and even imprisonment.

Therefore before using radio equipment in another country, you must check whether you need to be authorised.

**WHAT DO I NEED TO DO IF I WANT TO USE RADIO
OUTSIDE MY OWN COUNTRY ?**

You should contact the administration of the country in which you would like to use radio equipment.

You should use the annexed application form to make initial contact. You should complete it and send it to the host administration contacts in administrations are shown in Annex 2 to this sheet. You should make contact as early as possible and preferably 4 weeks before the event.

If you have any difficulty in completing any part of the form, your radio supplier or national administration may also be able to advise you.

If you have still difficulties with a part of the form, leave it blank and, if necessary, explain your problem in a covering letter.

ANNEX 1: application form

ANNEX 2: list of contact points

ANNEX A

INFORMATION SHEET

The purpose of this information sheet is to give advice to those intending to **take** radio equipments into any CEPT country to use at sporting and other events. An application form (annex 1) is available which you should complete and use to make first contact with the administration of the country you wish to visit. You can find the list of the CEPT countries in Annex 2 to this sheet.

WHAT SORT OF EVENTS ARE COVERED ?

The information given here covers everything from village fetes to music, religious or other festivals; and from rock concerts to air shows and sporting events. If you intend to use radio in some way then this information sheet is intended to help you

WHAT SORT OF RADIO USE ?

The information given here covers any use of radio **transmitters**, apart from the use of mobile telephones. Radio transmitters include two-way hand-portable radios, vehicle-mounted two-way radios, radio microphones and data communications links. It is difficult to list all the uses to which such radios may be put, but examples include:

Safety of life applications for first aid, for example, or for halting an event because of an accident or an incident.

organisers' and controllers' requirements like radio microphones for public address, two-way radio for event control, and radiopaging systems.

Participants' requirements including team and manager contact during an event and racing drivers' communications with the pit.

Support services for security, catering, crowd control, first aid and car parking

Programme-making - the short term use of frequencies reserved for programme-makers and others associated with the entertainment industry.

APPLICATION FOR TEMPORARY USE OF RADIO EQUIPMENT
OUTSIDE YOUR OWN COUNTRY

[Sheet of]

Quantity	Venue location	Make type	Category of eqpt. See Below	Output power	RF bandwidth Data rate	Channel separation	Frequency range covered by the equipment	Proposed Frequencies	For official use: Assigned Frequencies
							Transmit/Receive	Transmit/Receive	Transmit/Receive

<p>FB - basestation, repeater MR - mobile equipment HP - handportable MW - microwave equipment WM - wireless microphone MV - mobile video camera transmitter AB - airborne use</p> <p>Enter one or more abbreviations in the category of eqpt. column. Define additional abbreviations below, as needed.</p>	<p>Sports team [] Broadcast [] Press [] Other (specify):</p>
	<p>Organisation: Address:</p> <p>Country: Responsible person: Phone: Date: Fax: Sign:</p>
	<p>Responsible person and contact address during the event: Phone: (during the event)</p>
	<p>Event and time period applied for:</p>

Please use typewriter or block letters. Additional information can be given on the back of this form.

ANNEX 2

LIST OF CEPT CONTACTS

Albania

Ministry of Transport and
Communications
Directorate of PTT
"Seremedin Seid Toptani"
Street 2
TIRANA
Albania

Austria

Federal Ministry of Public Economy
and Transport, Section IV
Kelsenstr. 7
A-1030 VIENNA
Austria
Fax. +43 1 79731 4209

Belgium

IBPT/BIPT
Belgian Institute for Postal
Services and Telecommunications
Tour Astro
Avenue de l'Astronomie 14 Bte 21
B-1030 BRUXELLES
Belgium
Tél. +32 2 226 8888
Fax. +32 2 226 8802

Bosnia and Herzegovina

Ambasada Republike Bosnie i
Hercegovine
fur JP TPP BIH
Pantovcak 96
41000 ZAGREB

Bulgaria

Association nationale des postes
et télécommunications
6, rue Gourko
1000 SOFIA
Bulgarie

Croatia

Ministry of Maritime Affairs,
Transport and communications
Prisavlje 14
10 000 ZAGREB
Croatia
Fax. +385 1 611 50 15

Cyprus

Ministry of Communications
and Works
NICOSIA
Cyprus

Czech Republic

Ministry of Economy
Czech Telecommunication Office
Klimentská 27
22502 PRAGUE 1
Czech Republic
Fax. +422 2491 1658

Denmark

National Telecom Agency
Holsteinsgade 63
DK-2100 COPENHAGEN

Estonia

Eesti Vabariigi Elekterside
Inspektsioon
Ädala 4d
EE-0006 TALLINN
Estonia

Finland

Telecommunications Administration
Centre
P.O.Box 53
FIN-00211 HELSINKI
Finland
Phone +358 0 69661
Fax. +358 0 6966410

France

Ministère de l'industrie et des PTT
Service National des Radiocommunications
Centre de Gestion des Radiocommunications
BP 61
F-94 371 SUCY EN BRIE CEDEX
France

Germany

Bundesamt für
Post und Telekommunikation
Ref. 315
Postfach 80 01
D-55003 MAINZ
Bundesrepublik Deutschland
Fax. +49 6131 18 56 17

Greece

Ministère des Transports et des
Communications
Administration des Postes et des
Télécommunications
49, avenue Syngrou
GR-11780 ATHENES
Grèce

Hungary

Ministry of Transport,
Communications & Water
Management
Frequency Management
Department
P.O. Box 87
H-1400 BUDAPEST
Hungary

Iceland

National Telecom Inspectorate
Malarhofdi 2
IS-112 REYKJAVIK
Iceland
Phone +354 5872424
Fax. +354 5872429

Ireland

Mr Patric Carey
Department of Transport, Energy
and Communications
Findlater House
28-32 O'Connell Street
Dublin 1
Ireland

Italy

Amministrazione PT
Direzione Generale
Ufficio Relazioni Internazionali
Viale America 201
I-00144 ROMA
Italy

Latvia

Latvian Telecommunication State
Inspection
41/43 Elizabetes Street
LV-1010 RIGA
Latvia

Liechtenstein

Telecom PTT
Section Radiocom and
Broadcast Licensing
Speichergasse 6
CH-3030 BERNE
Switzerland
Fax. +41 31 338 1910

For Satellite Services:

Federal Office for Communications
Section Frequencies and Licences
Zukunftstrasse 44
CH-2501 BIEL/BIENNE
Fax. +41 32 28 55 28

Lithuania

Ministère des Communications,
PTT & Informatiques
M. Alfredas Basevicius
33 rue Vilnius
LT-2008 VILNIUS
Lithuanie

Luxembourg

Direction des postes
et télécommunications
L-2020 LUXEMBOURG
Grand-Duché du Luxembourg

Malta

Office of the Parliamentary
Secretary for Posts and
Telecommunications
Lascaris
VALLETTA
Malta

Moldova

Ministère de l'Informatique, de
l'Information et des
Télécommunications
134, Stefan cel Mare Avenue
277012 CHISINAU
République de Moldova

Monaco

Direction générale des Postes et des télécommunications
16, boulevard de Suisse
MC-98030 MONACO CEDEX
Principauté de Monaco

Netherlands

Ministry of Transport and Public Works
Telecommunications and Post
Department (HDTP)
Plesmanweg 1-6/P.O.Box 20901
2500 EX THE HAGUE
The Netherlands

Norway

Norwegian Telecommunications
Authority
Revierstredet 2
P.O.Box 447 Sentrum
N-0104 OSLO
Norway
Phone +47 22 82 4600
Fax. +47 22 82 4890

Poland

Panstwowa Agencja
Radiokomunikacyjna
Zarząd Krajowy
ul Kasprzaka 18/20
01-211 WARSAW
Poland
Phone +48 22 6585124
Fax. +48 22 6585175

Portugal

Instituto das Comunicações de
Portugal
Av José Malhoa 21/21A
P-1070 LISBOA
Portugal
Fax. +351 1 721 1006

Romania

Ministry of Communications
General Directorate for
Regulation
14 BD Libertatii
70060, BUCHAREST
Romania

Russian Federation

Ministry of Posts and Telecommunications of the Russian
Federation
Department for international
cooperation
7, Tverskaya street
103375 MOSCOW
Russian Federation

San Marino

Ministère des postes et des
télécommunications
Piazza della Liberta
SAINT-MARIN
République de Saint-Marin

Slovak Republic

Ministry of Transport, Posts,
Telecommunications and Public
Works
Dept. of Telecommunications
Mileticova 19
82006 BRATISLAVA
Slovak Republic

Slovenia

Ministrstvo za promet in zvese
Prešernova 23
SI-61000 LJUBLJANA
Republica Slovenia

Spain

Dirección General de
Telecomunicaciones
Subdirección General de Concesiones y
Gestión del Espectro Radioelèctrico
Palacio de Comunicaciones
Plaza Cibeles, s/n
E-28070 MADRID
Espana
Fax. +3413962229

Sweden

National Post and Telecom
Agency
P.O.Box 5398
S-10249 STOCKHOLM
Sweden

Switzerland

Telecom PTT
Section Radiocom and
Broadcast Licensing
Speichergasse 6
CH-3030 BERNE
Switzerland
Fax. +41 31 338 1910

For Satellite Services:

Federal Office for Communications
Section Frequencies and Licences
Zukunftstrasse 44
CH-2501 BIEL/BIENNE
Fax. +41 32 28 55 28

Turkey

General Directorate of
Radiocommunications (TGM)
(Telsiz Genel Mudurlugu)
TR-06510 Emek-ANKARA
Turkey

Ukraine

Ministry of Posts and
Telecommunications of Ukraine
International Relations Department
22, Kretschatik St.
252001 KIEV
Ukraine

United Kingdom

Radiocommunications Agency
Branch 3
Broadcasting Policy Section
New King's Beam House
22 Upper Ground
GB-LONDON SE1 9SA
United Kingdom

Vatican City

Secretariat general du
Governatorato
Administration des postes et
télégraphes
V-00120 CITE DU VATICAN

**former Yugoslav
Republic of Macedonia**

Ministry of transport and Communications
Ul."Dame Gruev" Br.14
91000 SKOPJE
L'ex-République Yougoslave
de Macédoine