

Application form for amateur non-assigned apparatus licence(s)



General Instructions

1. You must be qualified before you apply. The Australian Maritime College (AMC) at the University of Tasmania (1300 852 701) manages the amateur qualifications and call sign allocation on behalf of the ACMA.
2. Applications for apparatus licences are made in accordance with section 99 of the *Radiocommunications Act 1992*.
3. Before filling out this form, please read these general instructions. If you are unsure how to complete any part of the application form, please refer to the Guidance Notes attached to this application form.
4. Please print clearly. Illegible, unclear or incomplete application forms may delay processing or forms may be returned for completion.
5. Applicant's details: provide the existing or proposed licensee's details, not those of an agent.
6. **Disclosure 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 ACMA will disclose the contents of the Register by making it available for inspection at any ACMA office and on its website.

A Application Type

Please specify application type (TICK ONE): () New service () Variation to an existing service

B Licence Details

Licence Sub-Type: () Foundation () Standard () Advanced

C Applicant Details

Customer number *

Name (or contact name if an organisation) *

GIVEN NAMES
FAMILY NAME

Organisation name*

Trading name *

ACN *

ABN *

--	--

Industry Type (Description of main business activity; e.g. Construction, Mining, Manufacturing)

Entity Type (Description of entity type; e.g. Australian Public Company, Individual/Sole Trader, Local Government)

Contact details

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

Postal address *

POSTCODE

Residential or business address

IF NO POSTAL ADDRESS IS PROVIDED, THE RESIDENTIAL OR BUSINESS ADDRESS WILL BE TAKEN AS THE POSTAL ADDRESS AND THE ABOVE MENTIONED DISCLOSURE PROVISIONS WILL APPLY.

POSTCODE

D Required Licence Period

Licences are usually issued for 1 year. If licences are required for periods other than 1 year, please specify the period: (up to 5 years)

If you would like licence(s) to have particular start and expiry dates, please specify them here:

Start	Expiry
-------	--------

E Station details

Applicant qualifications

CERTIFICATE TYPE:
CERTIFICATE NUMBER:

1st Station location details

NUMBER	
STREET	
SUBURB/TOWN	POSTCODE

2nd Station location details (if required)

NUMBER	
STREET	
SUBURB/TOWN	POSTCODE

If necessary, please provide any additional station locations on a separate sheet.

F Payment of fees

Once processed, an invoice will be issued. The licence will be issued on receipt of payment. Licences can be paid for in full 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 acma.gov.au.

() I wish to pay for the licence in full.

() I wish to pay by annual instalments.

Important notes on payment of fees:

- 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.

G Declaration (A LICENCE MUST BE HELD BY EITHER AN INDIVIDUAL OR A 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.

****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 AGENT'S ORGANISATION (IF A BODY CORPORATE)

SIGNATURE
PRINT NAME
DATE
NAME OF AUTHORISED AGENTS ORGANISATION (IF A BODY CORPORATE)

H Where to send this form

Please send your completed application form to the ACMA's Customer Service Centre:

Customer Service Centre
PO Box 78
Belconnen ACT 2616

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

Guidance Notes

IF THESE GUIDANCE NOTES DO NOT ANSWER YOUR QUERY, PLEASE CONTACT THE RADIOCOMMUNICATIONS LICENSING AND ALLOCATIONS SECTION.

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 persons 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 Non-Assigned options:

- > Amateur Foundation
The Foundation licensing option allows restricted operation on the 3.5, 7, 21, 28, 144 and 430 amateur bands.
- > Amateur Standard
The Standard licensing option allows restricted operation on the 3.5, 7, 14, 21, 28, 52, 144, 430, 1240, 2400 and 5650 MHz amateur bands.

- > Amateur Advanced

The Advanced licensing option allows operation on all bands allocated to amateurs in Australia.

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.

Section E – Station Details

Call signs – Call signs are unique combination of letters and numbers allocated to a radiocommunications user to identify a station. The Australian Maritime College (AMC) at the University of Tasmania (1300 852 701) manages call sign allocation on behalf of the ACMA.

Further information about call signs can be found on the [AMC website](#).