



BELGIAN INSTITUTE FOR POSTAL SERVICES AND TELECOMMUNICATIONS

Request form to obtain a licence for the use of private radio communications stations

[Send your application by e-mail to licencesradio@ibpt.be](mailto:licencesradio@ibpt.be)

If this is not possible, you can also send it to:

Belgian Institute for Postal Services and Telecommunications
Radio Licences Department E
Ellipse Building - Building C
Koning Albert II-laan 335
1030 BRUSSELS

Or by fax : +32 2 226 87 97

1. Licence(s) request

1.1 New licence

- Licence period : permanent
temporary (< 1 year)
from until (dd/mm/yy)
- You are requesting the licence on name of: Legal person Natural person

1.2 Modification Replacement Move of an existing licence

Existing file number :

2. Licence in name of a legal person

- 2.1 Type of company: NV, BVBA, VZW ...
- 2.2 Trade name:
- 2.3 Nature of the company:
- 2.4 Company number: : BE **COMPULSORY FIELD**
- 2.5 VAT no: (foreign European companies)

3. Licence in name of a natural person

- 3.1 First name(s): Last name: (in capital)
- 3.3 National registration: BIS number : **COMPULSORY FIELD**

4. Head office (legal person) - Domicile (natural person)

- 4.1 Street : House: PO:
- 4.3 Postal : Place : Country:
- 4.5 Telephone : General email :

5. Delivery address for the licence

- 5.1 Contact person : Telephone:
- 5.2 Email : Department:

To be completed only if it differs from the address in question 4

5.3 Street : Number: PO :

5.4 Postal code : Place : Country:

6. Invoice address

6.1 Contact person : Telephone:

6.2 Email contact person : Department:

6.3 Intern reference number : (e.g. PO number)

6.4 Yes, I wish to receive an electronic invoice at the following e-mail address:

To be completed only if it differs from the address in questions 4 or

5 6.5 Street : Number: PO :

6.6 Postal code : Place : Country:

TECHNICAL PARAMETERS OF BASE STATIONS, RELAY STATIONS OR TRANSPORTABLE STATIONS

Number (1)	Nature station			Location of installation (e.g. ground floor...)	Complete address	Coördinates (2)	Make and type of the radio station	Desired frequency or frequencyband	Simplex (S) of Duplex (D)	Analogue (A) or digital (D)	Band- with (3)	Channel spacing (4)	Power (in Watt)	Antenna height (in meters) (5)	Antenna type		Configuration Indoor (I) or Outdoor (O)
	Base	Relay	Transportable												Omnidirect. without gain	Other (6)	

Below you will find a number of important guidelines for filling out the form:

Please note below any additional information regarding your radio communication network :

- (1): fill out per line the number of stations having the same characteristics
- (2): give the exact coordinates. If these are not known, a map needs to be added.
- (3): e.g. 4K00, 7K60, 11K0 ...
- (4): e.g. 25KHz - 12,5 KHz - 6,25 KHz
- (5): height above ground level
- (6): Should a directional antenna be desired, its characteristics have to be stated in a separate annex.

TECHNICAL PARAMETERS OF PORTABLE AND MOBILE STATIONS

Number (1)	Portable station (X)	Mobile station(X)	Name center place of use	Entire address center place of use	Coördinates (2)	Make and type (portable station) or type vehicale (mobile station) (3)	Range < 1 km (X)	Range > 1 km (4)	Desired frequency or frequency band	Analogue (A) or digital (D)	Bandwith (5)	Channel spacing (6)	Power (in Watt)	Antenna height mobile station (7)	Max. height use portable station (8)	

Below you will find a number of important guidelines for filling out the form:

Please note below any additional information regarding your radio communication network:

- (1): fill out per line the number of stations having the same characteristics
- (2): give the exact coordinates. If these are not known, a map needs to be added.
- (3): type of vehicle: e.g. truck, carrier ...
- (4): fill out number of km
- (5): e.g. 4K00, 7K60, 11K0 ...
- (6): e.g. 25KHz - 12,5 KHz - 6,25 KHz
- (7): height above ground level
- (8): height above ground level

TECHNICAL CHARACTERISTICS OF AUDIO COMMUNICATION

Number (1)	Entire address center place of use	Coördinates (2)	Make and type of the device	Range < 1 km (X)	Range > 1 km (3)	Desired frequency or frequency band	Analogue (A) or digital (D)	Bandwith (4)	Channel spacing (5)	Power (in Watt)	Antenna height (6)	Configuration : Indoor (I) or Outdoor (O)

Below you will find a number of important guidelines for filling out the form:

Please note below any additional information regarding your radio communication network:

- (1): fill out per line the number of stations having the same characteristics
- (2): give the exact coordinates. If these are not known, a map needs to be added.
- (3): e.g. 50K0- 180K ...
- (4): e.g. 25KHz - 12,5 KHz - 6,25 KHz
- (5): height above ground level
- (6): Should a directional antenna be desired, its characteristics have to be stated in a separate annex.

TECHNICAL CHARACTERISTICS OF VIDEO COMMUNICATION

Number (1)	Entire address center place of use	Coördinates (2)	Make and type of the device	Range < 1 km (X)	Range > 1 km (3)	Desired frequency of frequency band	Analogue (A) or digital (D)	Bandwith (4)	Channel spacing (5)	Power (in Watt)	Antenna height (6)	Configuration : Indoor (I) or Outdoor (O)

Below you will find a number of important guidelines for filling out the form:

Please note below any additional information regarding your radio communication network :

- (1): fill out per line the number of stations having the same characteristics
- (2): give the exact coordinates. If these are not known, a map needs to be added.
- (3): e.g. 8M00 - 20M0 ...
- (4): e.g. 25KHz - 12,5 KHz - 6,25 KHz
- (5): height above ground level
- (6): Should a directional antenna be desired, its characteristics have to be stated in a separate annex

View of the network (Only fill in transmission equipment)

- | | | |
|---|---|---|
| 1 | Composition | Number of base stations:
Number of relay stations:
Number of transportable stations:
Number of portable stations:
Number of mobile stations: |
| 2 | Nature of the communication | Paging equipment
Communication Voice
Communication Data
Control or telemetry
Communication Audio
Communication Video
Other (please specify) : |
| 3 | User Zone | National
Regional (please specify) :
Provincial (please specify) :
Municipal (please specify) :
Local use (to be specified in annexes) |
| 4 | Attachments: (technical charts,maps, documentation...) | Number: |
| 5 | Goal and necessity of the radio network and a description thereof (if necessary add a separate note): | |

As regards the network a map is asked including the exact location of installation of the relay and base stations or the region in which the mobile or portable stations are used. The map has to have such a resolution that the location of each relay or base station can be determined to within 20 m.

7. Declaration and signature

- 7.1 - I am aware that the submission of a request inevitably entails administrative costs related to the examination of the file.
-For each request for modification of the file half of the administrative costs shall be charged.
-I am authorised and/or competent to sign this request (if authorised: add a declaration of the licence holder)
-I declare that this request form has been filled out truthfully.

- 7.2 **Incomplete or unsigned request forms shall not be treated.**
BIPT shall not be held responsible for the possible delay that might result from this.

7.3 Name of the signer:

7.4 Capacity of the signer :

7.5 Date : Place :

7.6 Signature

Good to know: Once the form is signed digitally you can no longer modify it and you are obliged to save it to your hard disk. It has to be submitted to BIPT later, accompanied by the annexes.

You can sign this form by means of a digital signature. To this effect you simply need a digital ID.

f you prefer not to sign it digitally, you can print the form filled out, sign it and send it by mail together with the annexes or scan it, together with the annexes and send it by e-mail to licencesradio@ibpt.be.

**(requests for other applications can be found on our website:
<http://www.bipt.be/en/consumers/radio/radio-networks>)**

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