



Request form to obtain a licence for the use of private radio communication stations during special events

Send your application by e-mail to licencesradio@ibpt.be

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

Belgian Institute for Postal Services and Telecommunications
Radio Licences Department
Ellipse Building – Building C
Koning Albert II-laan 35
1030 BRUSSELS
Of by fax : +32 2 226 87 97

1. Licence(s) request

Licence period : from until (dd/mm/yy)

2. Licence in name of a legal person

Type of the company : NV, BVBA, VZW ...
Trade name :
Nature of the company :
Company number : BE **COMPULSORY FIELD**
VAT n° : Foreign European companies

3. Head Office

Street : House: PO :
Postal : Place : Country :
Telephone : general email :

4. Delivery address for the licence

Contact person : Telephonenumber:
Email : Department :

To be completed only if it differs from the address in question 3

Street : House: PO :
Postal : Place : Country :

5. Invoice address

Contact person : Telephone:
Email contact person : Department:
Intern reference number : (vb. PO nummer)

Yes i wish to receive an electronic invoice at the following email address :

To be completed only if it differs from the address in question 3 of 4

Street : House: PO :
Postal Place : Country :

Land mobile equipment

Quantity	Type station (1)	Brand and type	Output power (in Watt)	number of frequencies	Desired frequency band	Proposed Tx frequency (in MHz)	Proposed Rx frequency (in MHz)	Simplex (S) or Duplex (D)	Analogue (A) or digital (D)	Bandwidth (2)	Channel spacing (3)	Antenna-height (in meters) (4)	Antenna gain (in dB) (5)	Type of use (6)

(1) FB : Basestation, repeater MV : Mobile video camera

MB : Mobile equipment AB : Airborne

HP : Hand portable WA : Wideband audio

WM : Wireless microphone

(2) Bandwith : eg. 11K, 14K, 180K, 10M ...

(3) Channel spacing : eg. 12,5 kHz, 20 kHz, 25 kHz, 200 kHz, 20 MHz ...

(4) Antenna height : in m from the ground (only for base and repeater stations)

(5) Antenna gain : only for base and repeater stations

(6) Type of use : eg. car to car, downlink from heli, lap counter, pitlane to car, car to bike, video ...

Summary of the network (Only fill in transmitting equipment)

1 **Type of demand**

Organisation	News gathering
Security	Team support
Catering	Other :

2 **Working Area**

1. Car races (tick one or more boxes)

F1 Spa-Francorchamps

WEC 6 uren van Spa-Francorchamps

24 h - Spa-Francorchamps

Other race (please specify) :

Date:

2. Bike races

Name of the race :

Date :

Track

Start

Arrival

Other :

3. Other events : date, specification and working area

3 **Type of radio communication (tick one or mor boxes)**

1. Land mobile equipment : see annex 1

Voice

Video

Other : please specify

Data

wireless microphone

Fixed link

Airborne Wideband

Audio

audio

2. Satellite use : see annex 2

SNG

One Way Uplink

Other :

4 **Annexes : (technical information, cards, documentation** Aantal :

5 **Purpose and necessity of the radio network and a description of it (If necessary, please join a separate note) :**

6. Declaration and signature

- 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.

Incomplete or unsigned request forms shall not be treated.

BIPT shall not be held responsible for the possible delay that might result from this.

Name of the signer:

Capacity of the signer :

Date :

Place :

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>)**