



# SPECTRUM LICENCE APPLICATION FORM

Made under section 64 (2) (b) of the Telecommunication Ordinance 2004 and part 2 of the Telecommunication and the Frequency Licensing Regulation 2005.

Please complete the form in block capitals using black or dark blue ink.

New   
  Short-term (list period) \_\_\_\_\_   
  Change   
  Renewal:- Licence No:

## I. APPLICANT'S DETAILS

1. Client number (IF KNOWN)

2. Organization / Applicant name (LICENSEE)

3. Trading Name (IF APPLICABLE)

4. T.C.I. Company Registration Number

5. Does Company have a current Business Licence?

(IF YES, PLEASE ATTACH COPY; IF NO, PLEASE ATTACH LICENSEE NATIONALITY)

Yes

No

6a. General Inquiry Email address (IF ANY)

6b. Web Address (IF ANY)

7. Postal address

8. Physical address

9. Contact Name

SURNAME

GIVEN NAMES

DESIGNATION

10. Telephone

WORK

HOME

MOBILE

FAX

EMAIL

## 11. Type of Network and or Services (See note 3)

(please provide a block diagram of the propose setup)

11 (a). Class of Licence

11(b). Description of Service



## 12. Station Details (fixed or Transportable) (See note 4-6)

Name of transmitter/receiver site

Coordinate origin:

Topographic map    OR     GPS

Geographic coordinates of transmitter/receiver site

° ' "    Lat N.    |    ° ' "    Long. W

Address or Legal land description ( Block and Parcel)

Name of general area of operation ( See note 6)

Settlement / Island

Geographic coordinates of centre of operational area (transportable only)

° ' "    Lat N.    |    ° ' "    Long. W

Approximate radius of operation from the centre

Miles

Are there broadcast antenna structures within 2 miles of proposes site? If so, please list them below.

Yes

No

## II. TECHNICAL DETAILS (See note 7-13)

### 13. Frequency and Operation

(if this space is not sufficient, please use extra paper to indicate the stations)

Desired Transmit Frequency	Desired Receive Frequency	Necessary Bandwidth And Type of Emission	Station (call Signs). For earth station, indicate the satellite (s) and location	No. of station (See note 10)
<b>A</b>				
<b>B</b>				
<b>C</b>				

### 14. Equipment Details

(if this space is not sufficient, please use extra paper to indicate the stations)

Name of Manufacturer	Type or Model	Frequency Range	RF Power Output
<b>A</b>	Transmitter	From _____ Hz To _____ Hz	_____ Watts
	Receiver	From _____ Hz To _____ Hz	
<b>B</b>	Transmitter	From _____ Hz To _____ Hz	_____ Watts
	Receiver	From _____ Hz To _____ Hz	
<b>C</b>	Transmitter	From _____ Hz To _____ Hz	_____ Watts
	Receiver	From _____ Hz To _____ Hz	

### 15. List Transmitter – Receiver Ancillary Components i.e., Isolator, Duplexer, Cavity Filter.

Name of Manufacturer	Type or Model	Insertion Loss	Function	Filter Code
<b>A</b>	Transmitter			
	Receiver			
<b>B</b>	Transmitter			
	Receiver			
<b>C</b>	Transmitter			
	Receiver			

### 16. Power computation + Receiving system losses and gains

Name of Manufacturer	Transmitter Power (dBW)	Transmission Line Loss (dB)	Other Losses, e.g. Duplexer, Cavity ect., (db)		Power into Antenna (dBW)	Apply Antenna Gain (db)	Effective Radiated Power (dBW)	Effective Radiated Power (dBW)
			Connectors	Filter Components				
<b>A</b>	Transmitter							
	Receiver							
<b>B</b>	Transmitter							
	Receiver							
<b>C</b>	Transmitter							
	Receiver							

### 17. Antenna System Details (See note 11,12,13)

(Photocopies of the antenna specification including radiation patterns should be attached)

<input type="radio"/> New Structure <input type="radio"/> Modified <input type="radio"/> Existing				Geographical Coordinates _____ ° _____ ' _____ " N. LAT      _____ ° _____ ' _____ " W. LONG			
Manufacturer and Type of Antenna	Antenna Pattern	Antenna Gain (dB)	Type of transmission line and length (Feet)	Height of antenna above ground (See note ,11)	Height of antenna structure above ground (Feet) (See note 12)	Ground elevation above mean sea level (AMSL) (See note 13)	
<b>A</b>	Transmitter						
	Receiver						
<b>B</b>	Transmitter						
	Receiver						
<b>C</b>	Transmitter						
	Receiver						

### 18. Preliminary Environmental Information

The proposed antenna installation and supporting structure are:

	Yes	No
Within 100 feet of a water body, including wetland	<input type="radio"/>	<input type="radio"/>
Likely to release a polluting substance into a water body	<input type="radio"/>	<input type="radio"/>
In a national park or other protected area	<input type="radio"/>	<input type="radio"/>
A significant modification to an existing antenna installation	<input type="radio"/>	<input type="radio"/>
Attached to, or within 50 feet of an existing building	<input type="radio"/>	<input type="radio"/>
Independent of an existing building and, individually, they or any supporting lines have a footprint greater than 75sqft	<input type="radio"/>	<input type="radio"/>
Located on Crown land requiring a permit under the Planning Regulations	<input type="radio"/>	<input type="radio"/>

**I note that further studies may be required where a proposed structure is not excluded from the Turks And Caicos Environmental laws and may have significant adverse environmental effects.**

### 29. Land-use Consultation Attestation

I have consulted with the Planning Department and have obtained their concurrence; or will consult, the planning department on

(Date)\_\_\_\_\_And will forward any comments when received.

I understand that this may delay the issuance of a radio authorization;

I have not consulted with the appropriate authority, as I believe that the structure or the change Proposed thereto is insignificant. I accept any consequences of this decision; or

I have consulted with the appropriate authority, and they do not concur. I now petition the TCI Telecommunication Commission to consider the application based on the attached details of the said consultation.

### III. DECLARATION

I certify that the information made in this application are complete and correct in all respects, that the radio equipment used is of a type certified or technically acceptable for use in Turks and Caicos Islands and that the station(s) will be used only for the purposes authorized by the Minister of Communications, the Commission and the Regulations made under the Telecommunication Ordinance. I further certify that I am eligible to hold a radio station licence and, if required, the apparatus will be marked in accordance with the recommendation of Turks & Caicos Islands Telecommunications Commission and the Planning Department.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

IT IS A PUNISHABLE OFFENCE TO MAKE A FALSE STATEMENT.

## Notes on completing this form

### **Section I.**

1. The Organization/Company name must be as officially registered. If personal application the applicant's full name is required. All entries must be clearly legible and entered in indelible Ink.
2. Where appropriate, the following information should be provided as an attachment to this application; full details of all Directors, Shareholders and Officers of the Company.
3. The type of Network and or Services shall be described as the type of operation such as radio paging, taxi dispatch, radio amateur, etc. if the application is for an Amateur station notarized copies of qualification level and certification level and certification documentation must be attached.
4. The latitude and longitude information must be provided when the station is at a fixed location. The accuracy must be based on a topographic map of not more than 1:50000 scale plus or minus 5 seconds of position. GPS location accuracy is sufficient. If the GPS location is not known an original or photocopy of the topographic map or Block and Parcel number should be attached to the application showing the site location.
5. The station name must be the name of the nearest Island or Settlement in which the station and its operation use to be conducted.
6. If the application is for mobile operation only specify the area of operations by area in Miles or Feet around the center of operation.

### **Section II.**

7. Technical information in section II of this form is normally provided by the equipment supplier or installer. The information must be accurate and reliable.
8. If the application consists of more than one frequency pair and the radio equipment is different for each frequency pair, attach details of the additional equipment to this application.
9. If the application is for a complex system, including radio paging or network an application must be submitted for each station and the application must be accompanied by an engineering brief describing all relevant technical details of the construction.
10. If the application is for a mobile station, specify the number of mobile stations associated with this frequency.
11. If the antenna is mounted on a radio tower on a rooftop specify the height of the tower and the height of the antenna from the rooftop, in Feet. If the antenna is mounted on a radio tower on a hill specify the height of the tower and the height of the antenna above ground, in Feet.
12. If the antenna is located on a building on a rooftop specify the height of the building above ground, in Feet.
13. The ground elevation, above mean sea level (AMSL) can be obtained from a topographic map of the station location.

## Guidance Notes

These Guidance Notes listed below have been included to highlight and remind applicants of key requirements that must be satisfied prior to submission of the completed forms. However, note that on the application forms, the instructions given are specific to the licence that is being applied for, and so applicants are advised to take heed.

1. An official letter should be addressed to the Chairman of the Commission, describing the full and detail the type of network and or services to be operated and installed within the TCI.
2. Application forms should be completed in **triplicate (3 copies)**, unless otherwise specified.
3. The last part of the application form is the *Declaration*, where the applicant affirms the accuracy of the information submitted on the application form by affixing his or her signature. **NOTE:** The signatures inserted in the *Declaration* section must be **original** on all copies of the application forms submitted to the Commission.
4. The completed application form must be accompanied by the appropriate application fee, payable to the TCI Telecommunications Commission. (**please note the applications fee is nonrefundable**)
5. **Each** copy of the application form must have attached the required documentation and any additional information that the applicant may wish to provide, which cannot fit into the space provided on the forms.
6. **The applicant should indicate which, if any, information provided in the application is confidential.**
7. It is advisable to include a summary sheet that itemizes all of the documents that are being submitted, including attachments.
8. It is stressed that **ALL** sections and questions on the application form must be completed, and in the event that certain questions do not apply, it **is** strongly advised that some indication to that effect (such as “*Not Applicable*”, “*N/A*”) should be given.

### Submission Instruction

Send your completed application form to:  
Chairman of the Turks and Caicos Islands Telecommunications Commission

P.O. Box 203  
872 Business Solutions Building  
Leeward Highway, Providenciales  
Telephone: 649 946-1900  
Fax: 649 946-1119  
Email: [info@tcitelecommission.tc](mailto:info@tcitelecommission.tc)