

## Guide for completing the application form when applying for a frequency licence for a broadcasting network

The Norwegian Communications Authority (Nkom) issues licences upon application. The frequency licence may have terms and conditions stipulated pursuant to the Act of 4 July 2003 relating to electronic communications (the Electronic Communications Act) and the accompanying regulations.

The application form consists of two parts. Information about the applicant and system is exclusively administrative information. Technical information is filled out for each station point on the transmitter network.

The purpose of the forms is to ensure that the Nkom receive the information required to be able to process the application. The forms are available at the internet address [www.nkom.no](http://www.nkom.no), and have the following names:

- *Application for frequency licence for broadcasting - Information about the applicant and network*
- *Application form for broadcasting network - Technical information.*

A brief description of each field is provided below.

### FORM FOR INFORMATION ABOUT THE APPLICANT AND SYSTEM

- Field 1:** Name of the company that will be responsible for the frequency licence.
- Field 2:** Organisation number of the company that will be responsible for the frequency licence.
- Field 3:** Postal address.
- Field 4:** Postal code and place.
- Field 5-6:** Contact information for the frequency licence (telephone/email).
- Field 7:** The address the invoice must be sent to.
- Field 8:** Information about the person(s) at the company who has/have technical responsibility for planning the system if this is available.
- Field 9-10:** Contact information for the technical information (telephone/email).
- Field 11-12:** See invoice for customer number. The licence number must be stated for amendment applications. Leave empty if you are a new customer.
- Field 13-16:** Description of the transmitter network that a frequency licence is being applied for and the broadcasting objectives for the application.
- If the system contains more than one station, a form must be submitted stating the technical information of each station. Enclose a map section (copy of the map) with a scale of 1:50,000 or better. Location of the station points specified by marking the geographical position on the map.
- Extra documents may also be enclosed, for example technical specifications for equipment and antennas. Enclose radiation diagram for antenna(s). Information in the enclosure must not substitute completion of the application form.
- In terms of the number of enclosures, this pertains to the number of forms for technical information as well as other types of enclosures.
- A frequency licence for broadcast retransmission of television will only be possible in areas located in a satellite shadow or that have poor reception conditions for terrestrial television. State the programs that a licence is being applied for to retransmit. State possible satellite position. The installer of the transmitter network must be RIA1 - Certified.
- Field 17-18:** Place and date for signing of the application form.

### FORM FOR TECHNICAL INFORMATION

- Field 20-21:** Company name and organisation number
- Field 22-23:** See invoice for customer number and licence number. Leave empty if you are a new customer.
- Field 24:** Cross off what the application applies to - new allocation, amendment/correction, termination or temporary licence.
- Field 25:** For temporary licences the desired period must be stated.
- Field 26:** All enclosures to forms for the applicant and system must be numbered consecutively.

**Field 27-28:** Official name of the exact location of where the radio station will be installed and the identity of the potential operator of the point.

**Field 29-31:** State the location of the station point. County and municipality and number of licence area.

**Field 32:** Position in geographical coordinates: ddmmsN dddmmsE (60°, 14', 30"North, 11°, 24', 42"East is written as 601430N 01124420), or as UTM coordinates (32 633515E, 6680765N in zone 32). WGS84/EUREF 89 is used as the date.

**Field 33:** The height of the station point above sea level measured at ground level.

**Field 34:** Height of the antenna on the mast. If the antenna shall be installed on a building,, state the height from ground level to the centre of the antenna. When several transmitter antennas are used state the height of the highest antenna.

**Field 35-37:** Contact person for access to the station point.

**Field 38:** State the manufacturer and designation of type for the transmitter equipment that is intended to be used. The equipment must be CE marked and in accordance with Regulations no. 628 of 20 June 2000 relating to EEA requirements for radio and telecommunications terminal equipment.

**Field 39:** The applicant's desired transmitter output power.

**Field 40:** Information on antennas. When using composite antennas, state how it is intended that the antennas will be erected in relation to one another. Enclose with the radiation diagram. State the manufacturer and designation of type. Also state the loss in cable between the transmitter and antennas in dB and any other loss in the antenna system if splitters, combiners, filters or similar are used.

**Field 41:** State the antenna's boresight. The azimuth states the direction in which the antenna's main lobe is pointing. As reference, in a 360° circle 0° is north, 90° is east, 180° is south and 270° is west.

**Field 42:** Antenna polarisation

If further guidance is required concerning the establishment and operation of radio systems, frequency management or case processing, reference is made to the Division for Broadcasting and Radio Links in addition to the information at [www.nkom.no](http://www.nkom.no)

**Norwegian Communications Authority**  
Frequency Management Department  
Division for Broadcasting and Radio Links

Guide for completing the application for frequency licences  
Norwegian Communications Authority