PROGRAMME MAKING& SPECIAL EVENTS PART 1 – LICENCE APPLICATION FORM	Visit us at www.jfmg.co.uk
Please read the guidance notes before completing this form.	

When first applying complete Part 1, (Licence application) AND Part 2 (Frequency Application)
For subsequent requests, fill in part 2 ONLY

A.Who is the Licence to be issued to?

Family name or Organisation					
First names (if applicable)					
Address					
City or Town		County			
Postcode		Telephone		Fax	

B. Where should we send the Licence and who should we contact for licence renewal or general correspondence?

Please tick As above in Section 1? ☐ As below? ☐

Family name					
First names					
Address					
City or Town		County			
Postcode		Telephone		Fax	

C. Please provide an e-mail address to set up your Web account

A web account allows you to do the following things online:

- ☐ Check your application progress
- ☐ View previous frequency assignments
- ☐ Purchase discount tokens

D. Do you wish to receive e-mail updates from JFMG?

Tick ☐

Guidance Notes for Licence Application

Use this form to apply for a Programme Making or Special Events licence.

- A licence is issued free of charge at the same time as your first frequency assignments, and is usually valid for one year.

- When the licence is issued, you will be assigned the frequencies you require (if available) on a "Schedule 2" to the licence. These assignments are chargable.

- Subsequent frequency assignments are issued to you on a "Notice of Variation" to the licence. These assignments are chargable.

- Any use you make of JFMG frequencies must comply with the terms and conditions of the licence, the "Schedule 2" and/or any "Notice of Variation"

Section 1 - Licensee's details:

Please provide details of the individual, partnership, company or incorporated association who will legally be responsible for ensuring licence conditions are observed.

Section 2 – Administrative details

Please provide the name and contact details of the person who we should contact when your licence is due for renewal

Please send the completed form to us at:

JFMG Limited
33-34 Alfred Place
LONDON WC1E 7DP

Or fax to:- **+44 (0) 20 7299 8661.**

If you have any queries about this form or about Programme Making and Special Events licensing, please contact us on:

Telephone: +44 (0) 20 7299 8660
Fax: +44 (0) 20 7299 8661
Email: info@jfmg.co.uk
Web: www.jfmg.co.uk

Visit us at www.jfmg.co.uk

NEW APPLICATION?	
AMENDMENT?	
CANCELLATION?	

FOR JFMG USE ONLY

PROGRAMME MAKING& SPECIAL EVENTS - PART 2 –
FREQUENCY APPLICATION FORM - WIRELESS MICS AT FIXED LOCATIONS

Licensee:			Your Reference Number:
Office Contact name		Phone no	Fax no
On site contact name		**On site phone**	

Programme or Event - Name	Start Time	Start Date	Finish Time	Finish Date

Location: Give the address you will be using the Wireless Mics

	Post code or National Grid Ref:

List the frequencies you wish to licence and whether indoors or outdoors. Use additional sheet if necessary
If making amendments, please show clearly which frequencies are to be amended

Wireless Microphones: Indoors or Outdoors?

Payment Details

Select payment method: Bank Transfer ☐ Cheque ☐ Carnet ☐ Credit Card ☐

Cheque Number or Credit/debit card number

Credit/debit card type (if applicable)

Expiry Date

Name on the credit/debit card (if applicable)

PLEASE NOTE – CARD SECURITY CODES MUST NOT BE SENT

Total fee paid – (If known) **£**

(Minimum fee £28)

LICENCE FEES ARE V.A.T. EXEMPT. PLEASE DO NOT ADD V.A.T. TO THE FEES SHOWN

BACS Payments
Alternatively you can pay by BACS (Banking Automated Clearing System) using the following information:

Account Number: 86462105

Sort Code: 60 09 15

Nat West Bank
Great Portland Street Branch
PO Box 2027
Great Portland Street
London
W1A 1GA

Please include the instruction 'remitter pays all' on your transfer request. When paying by BACS please provide us with a remittance advice quoting our reference number, the date and the amount paid. We cannot accept a remittance advice as payment, only written confirmation from our bank.

JFMG Payment details:
IBAN number: GB69NWBK60091586462105
BIC number (e.g. Swift): NWBKGB2L

Once complete, electronic versions may be e-mailed to: admin@jfmg.co.uk

Declaration

I request these frequencies to be licensed on behalf of the Licensee.

I have read and understood the guidance notes in Part 4 of this form and have fully and accurately completed this application form to the best of my knowledge.

I declare that the body (if any) I represent will be responsible for compliance with the licence and will have control and supervision of the equipment. I have due authority to make this declaration and if required, authorise payment on behalf of the licensee.

I agree with the above declaration (please indicate y/n)		
Signed (if completing by hand):		Date:

Guidance Notes for Frequency Assignment Application for Wireless Mic frequencies.

Please supply the fullest possible information in order that we may give you the most appropriate frequency assignments. The details which we require are:

Licensee: This should be the name of the organisation or person who will be using the equipment

Contact name and numbers: In case we have any queries about your request. The confirmation of assignment will be sent to this person, normally by fax or post.

Operational Phone: – a number we can use to contact the operator whenever the equipment is in use. A mobile number is acceptable for this purpose.

Programme, event, etc: Please describe briefly the nature of the operation, with a programme or event name if relevant.. This is necessary so that we can confirm the eligibility for JFMG frequencies, as well as assisting co-ordination with other possible licensees at the same event.

Dates and Times: The start and finish times of the operation. If it lasts for more than one day, state the operational times for each day. (Transmitters should not normally be left running if not in use and unattended). All transmissions MUST be included, including equipment setup and testing.

Location: Please include the full National Grid Reference or full postal address including Post Code. If wide area coverage is required, we need full details of the area, preferably including a map. *UK shared* users must indicate whether the frequencies are for "self use" or "Dry hire". ***Hire Companies*** may only apply for "UK shared frequencies"

Frequency Assignments: Please state the frequencies that you require. We will always try to assign your preferred frequencies, but if they are not available we will have to suggest others. If you have previously given us a list of your available frequencies, enter 'from list on file' and we will work from that list. Also indicate whether the equipment is to be used indoors, outdoors, or airborne (and in the latter case, what maximum height above ground).

Notice: Please give us as much notice as possible of your requirement, particularly if you need airborne clearance or if there are other special factors. If you need more space for details, please use an additional sheet. All requests must be signed and dated.

PAYMENT OF FEES:- Please ensure that the correct fee is included. If you are not sure of the right amount, call us for advice. Fees should be paid by sending a cheque with the application form, payable to the **JFMG Limited (Trust Account)**; cash, or bank draft in pounds sterling. We also accept debit cards or Visa / Access / Mastercard / American Express credit cards. Please indicate if you have carnets.
We are not allowed to issue assignments until payment has been received by JFMG

MAKING THE APPLICATION
Post or fax the request form to the JFMG Central Office on the number given below. If you need an urgent assignment out of normal office hours, contact the duty co-ordinator first by telephone, on our 24 hour number below. Applications may be made at any time; however, should the processing of your application require work outside the hours 09:00 to 17:00, Monday to Friday, or when the office is closed, **an additional £55 charge applies.**

We will endeavour to process your application as quickly as possible. However, **all applications are normally dealt with on a first come, first served basis, and can take up to 5 days to process from receipt of a correctly completed application form and payment in full.**

No frequency may be used until assigned by JFMG, and any use you make of JFMG frequencies must comply with the terms and conditions of the licence, the "Schedule 2" and/or any "Notice of Variation"

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Out-of-hours Emergency Co-ordinator: +44 (0) 20 7299 8699

Office Hours Mon – Fri, 0900 – 1800, excl Public Holidays