# MOTOR RACING EVENTS
# PART 1 – LICENCE APPLICATION

*Please read the guidance notes on page 5 onwards before completing this form and return it to JFMG at least 4 weeks before your event.*

**Visit us at:www.jfmg.co.uk**

## A. Who is the Licence to be issued to?

Family name or Organisation

First names (if applicable)

Address

City or Town | County

Postcode | Country

Telephone | Fax

## B. Where should we send the Licence and who should we contact for general correspondence?

As above in Section A? (Yes or No)

Family name

First names

Address

City or Town | County

Postcode | Country

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?

*Yes or No?*

# MOTOR RACING EVENTS
# PART 2 – FREQUENCY APPLICATION

*Please read the guidance notes on page 5 onwards before completing this form and return it to JFMG at least 4 weeks before your event.*

**Visit us at:www.jfmg.co.uk**

## E. Licensee/Broadcaster/Team details:

| | | | | | |
|---|---|---|---|---|---|
| Office Contact name | | Telephone | | Fax | |
| On site contact name | | Operational telephone | | | |

## F. Event Details

| | | Start Time | Start Date | Finish Time | Finish Date |
|---|---|---|---|---|---|
| Event Name | | 00:00:00 | 6-Jul-07 | 00:00:00 | 8-Jul-07 |
| Site Name | | Address (if known) | | | |
| **Frequencies required by** | 6-Jul-07 | | | | |

## G. Frequency Information

**Please insert frequency information into the following tables provided. In the event of there being insufficient tables please copy and paste as necessary.**

| Ref | **Frequency** (Please specify the frequency range that you can use) | | | | | | **Equipment** (Please give details of the equipment to be used) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EXAMPLE | **Tuning Range** | 450 – 470 MHz | **Tuning Step** | 12.5 kHz | **Min Channel Spacing** | 12.5 kHz | **Power** | 5 W | **Bandwidth** | 12.5 kHz | **Tx ON time** | | | |
| | | | | | | | | | | | **Push to talk?** | Y | **Or 100%** | N |
| | **Preferred Frequencies** | 455.24375, 457.45625, | | | | | **Make & Model** | Motorola GM360 | | | **CTCSS/DCS?** | None | | |
| | **Duplex Split** (Please specify an acceptable range or a fixed split if essential) | | | | | | **Antenna** | | | | | | | |
| | **Fixed (MHz)** | 10 MHz | **Min (MHz)** | N/A | **Max (MHz)** | N/A | **Ref. no. of freq pair** | 2 | **Polarisation** | V | **Max Gain (dB)** | 6 | **Height (Above ground)** | 15 m |
| | **Tx Location** (Please specify where the Tx equipment will be located) | | | | | | **Rx Location** (Please specify where the Rx equipment will be located) | | | | | | | |
| | **Fixed?** | N | **Location or area of use** | Pit lane | | | **Fixed?** | Y | **Location or area of use** | Broadcasters Compound | | | | |

| Ref | **Frequency** (Please specify the frequency range that you can use) | | | | | | | | | | | | **Equipment** (Please give details of the equipment to be used) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Tuning Range** | | **Tuning Step** | | **Min Channel Spacing** | | | | | | | | **Power** | | **Bandwidth** | | **Tx ON time** | | | |
| | | | | | | | | | | | | | | | | | **Push to talk?** | | **Or 100%** | |
| | **Preferred Frequencies** | | | | | | | | | | | | **Make & Model** | | | | | | **CTCSS/DCS?** | |
| | **Duplex Split** (Please specify an acceptable range or a fixed split if essential) | | | | | | | | | | | | **Antenna** | | | | | | | |
| | **Fixed (MHz)** | | **Min (MHz)** | | **Max (MHz)** | | **Ref. no. of freq pair** | | | | | | **Polarisation** | | **Max Gain (dB)** | | **Height (Above ground)** | | | |
| | **Tx Location** (Please specify where the Tx equipment will be located) | | | | | | | | | | | | **Rx Location** (Please specify where the Rx equipment will be located) | | | | | | | |
| | **Fixed?** | | **Location or area of use** | | | | | | | | | | **Fixed?** | | **Location or area of use** | | | | | |

| Ref | **Frequency** (Please specify the frequency range that you can use) | | | | | | | | | | | | **Equipment** (Please give details of the equipment to be used) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | **Tuning Range** | | **Tuning Step** | | **Min Channel Spacing** | | | | | | | | **Power** | | **Bandwidth** | | **Tx ON time** | | | |
| | | | | | | | | | | | | | | | | | **Push to talk?** | | **Or 100%** | |
| | **Preferred Frequencies** | | | | | | | | | | | | **Make & Model** | | | | | | **CTCSS/DCS?** | |
| | **Duplex Split** (Please specify an acceptable range or a fixed split if essential) | | | | | | | | | | | | **Antenna** | | | | | | | |
| | **Fixed (MHz)** | | **Min (MHz)** | | **Max (MHz)** | | **Ref. no. of freq pair** | | | | | | **Polarisation** | | **Max Gain (dB)** | | **Height (Above ground)** | | | |
| | **Tx Location** (Please specify where the Tx equipment will be located) | | | | | | | | | | | | **Rx Location** (Please specify where the Rx equipment will be located) | | | | | | | |
| | **Fixed?** | | **Location or area of use** | | | | | | | | | | **Fixed?** | | **Location or area of use** | | | | | |

| Ref | **Frequency** (Please specify the frequency range that you can use) | | | | | | | | **Equipment** (Please give details of the equipment to be used) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3 | **Tuning Range** | | **Tuning Step** | | **Min Channel Spacing** | | | | **Power** | | **Bandwidth** | | **Tx ON time** | | | |
| | | | | | | | | | | | | | **Push to talk?** | | **Or 100%** | |
| | **Preferred Frequencies** | | | | | | | | **Make & Model** | | | | **CTCSS/DCS?** | | | |
| | **Duplex Split** (Please specify an acceptable range or a fixed split if essential) | | | | | | | | **Antenna** | | | | | | | |
| | **Fixed (MHz)** | | **Min (MHz)** | | **Max (MHz)** | | **Ref. no. of freq pair** | | **Polarisation** | | **Max Gain (dB)** | | **Height (Above ground)** | | | |
| | **Tx Location** (Please specify where the Tx equipment will be located) | | | | | | | | **Rx Location** (Please specify where the Rx equipment will be located) | | | | | | | |
| | **Fixed?** | | **Location or area of use** | | | | | | **Fixed?** | | **Location or area of use** | | | | | |

| Ref | **Frequency** (Please specify the frequency range that you can use) | | | | | | | | **Equipment** (Please give details of the equipment to be used) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4 | **Tuning Range** | | **Tuning Step** | | **Min Channel Spacing** | | | | **Power** | | **Bandwidth** | | **Tx ON time** | | | |
| | | | | | | | | | | | | | **Push to talk?** | | **Or 100%** | |
| | **Preferred Frequencies** | | | | | | | | **Make & Model** | | | | **CTCSS/DCS?** | | | |
| | **Duplex Split** (Please specify an acceptable range or a fixed split if essential) | | | | | | | | **Antenna** | | | | | | | |
| | **Fixed (MHz)** | | **Min (MHz)** | | **Max (MHz)** | | **Ref. no. of freq pair** | | **Polarisation** | | **Max Gain (dB)** | | **Height (Above ground)** | | | |
| | **Tx Location** (Please specify where the Tx equipment will be located) | | | | | | | | **Rx Location** (Please specify where the Rx equipment will be located) | | | | | | | |
| | **Fixed?** | | **Location or area of use** | | | | | | **Fixed?** | | **Location or area of use** | | | | | |

# MOTOR RACING EVENTS
# PART 3 – PAYMENT & DECLARATION

*Please read the guidance notes on page 5 onwards before completing this form and return it to JFMG at least 4 weeks before your event.*

**Visit us at:www.jfmg.co.uk**

**Please note that licences and frequency assignments cannot be issued until payment is received.**

## H. Payment Details

| | | | |
|---|---|---|---|
| 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.**

**Bank Transfer Payments**
Alternatively you can pay by bank transfer 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 bank transfer 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

## I. 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.

| Signed: | Date: |
|---|---|
| | |

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

# MOTOR RACING EVENTS
# PART 4 – GUIDANCE NOTES FOR APPLICATION

*Please read these guidance notes carefully before completing this form and return it to JFMG at least 4 weeks before your event.*

**Visit us at:www.jfmg.co.uk**

Use this form to apply for a Programme Making or Special Events licence for use at Motor Sports Events.

## About the Licence

It is important that you understand the following so please read carefully:

- 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"

## Timing of applications

It is important that you apply for a licence well in advance of any event. JFMG have a pool of our own frequencies that we are able to license on demand. However, if your frequency request does not come from this pool it can take some time to gain clearance from the owner. For an event like the F1 British Grand Prix we require applications by the end of February in order to co-ordinate all requests. For other large events we would advise applications are made at least 1 month in advance.

## Part 1 of this application form – Licence Application

***Section A - Who is the Licence to be issued to?***

Please provide details of the individual, partnership, company or incorporated association who will legally be responsible for ensuring licence conditions are observed. Licence documentation will be issued to the organisiation or name given in this section.

***Section B – Where should we send the Licence and who should we contact for general correspondence?***

This may be different to the details provided for the issue of a licence. Often the individual who requires the documentation is based in another location. These contact details will be used for any correspondence and for renewal purposes.

***Section C – Please provide an e-mail address to set up your Web account***

Providing us with an email address can often speed up the delivery of licence information. It also allows us to set up your account on our website (www.jfmg.co.uk). A web account allows you to do the following things online:

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

Once we have set up your account you will be provided with a username and password that will allow you to access your details from the website.

***Section D – Do you wish to receive e-mail updates from JFMG?***

If you would like us to send you e-mail updates from our Website News page please tick the appropriate box.
Our email updates aim to provide our customers with the latest news on spectrum policy, JFMG developments and licence fee changes.

# MOTOR RACING EVENTS
# PART 4 – GUIDANCE NOTES CONTINUED

*Please read these guidance notes carefully before completing this form and return it to JFMG at least 4 weeks before your event.*

**Visit us at:www.jfmg.co.uk**

## Part 2 of this application form – Frequency Application

Please supply the fullest possible information in order that we may give you the most appropriate frequency assignments. **We will do our best to supply you with the frequencies you require, but cannot guarantee that this will be the case. It is therefore advisable to be as flexible as possible regarding the frequencies you can use.**

The details which we require are:

***Section E - Licensee/Team details***

Please provide us with details of the individuals to contact in case we have any queries about your request. It is useful to have both an *office contact* and an *on-site contact*. On-site contacts are important in order to communicate any last minute problems and to clarfy technical requirements. The confirmation of assignment will usually be sent to the office contact by email.

*Operational phone:* – a number we can use to contact the operator/on-site contact whenever the equipment is in use. A mobile number is acceptable for this purpose.

***Section F - Event Details***

*Event name* - Please provide an event name for your frequency application. This information will assist co-ordination with other possible licensees at the same event.

*Dates and Times* – Please provide us with start and finish times as well as the dates of operation. All transmissions MUST be included, including equipment setup and testing.

*Location* - Please include the name of the venue where the event will be held. The full address of the venue should also be included if known.

*Frequencies required by* – Please provide us with the date you require confirmation of frequencies by. Often confirmation of frequencies are required in advance of their use due to logistical issues. For instance, equipment may need to be tuned to the correct frequencies before being despatched to the event in another location. This allows us to to take this into account when dealing with your request. Please give us as much notice as possible of your requirement, particularly if you need airborne clearance or if there are other special factors.

***Section G - Frequency Information***

Please complete a separate table for each frequency you require. You will need to complete two tables if you requre a duplex pair. Please link the frequencies by stating their corresponding table number in "**Ref. no of freq pair"** described in the notes below**.**

If you need more space for details, please use an additional sheet, copying and pasting additional tables across as required.

Giving us as much technical information as possible gives us the best chance to meet your requirements quickly. The likelihood of interference between radio systems can also be reduced. Please consult your equipment documentation and if necessary check with manufacturers and suppliers.

The first table in Section G is an example of how you should complete this section.

If you still have questions filling in Section G please contact us.

Each table has been separated into 5 areas: Frequency, Equipment, Duplex split, Antenna and Location. The guidance notes below are therefore separated into these areas for ease of reference.

*Please read these guidance notes carefully before completing this form and return it to JFMG at least 4 weeks before your event.*

**Visit us at:www.jfmg.co.uk**

***Frequency***

**Tuning range** – The full range of frequencies over which the equipment will operate, for instance: 450 – 470 MHz.

**Tuning Step** – The minimum difference between one frequency and the next to which the equipment can be tuned (example: 12.5 kHz).

**Minimum Channel Spacing** – If you are operating more than one radio system the minimum difference in frequency permitted between two transmitting channels. It can never be less than the tuning step (example: 12.5 kHz).

**Preferred Frequencies** – If you have frequencies that you have used successfully before, particularly at the same location, please specify them to us. If you are only able to tune to a limited set of frequencies then you should specify them here.

***Equipment***

**Power** – The radio frequency power produced by the radio equipment and radiated from the antenna, usually specified in Watts (also given as 'W').

**Bandwidth** – The range of frequencies within which the radio transmission is contained, typically from 12.5 kHz for a voice signal up to 20 MHz for a video signal.

**Tx ON time** – It is important for the frequency planning to understand whether your radio systems transmit all the time or just occasionally. Please indicate *'Push to talk'* if your equipment operates when keyed - or '*100%*' if it operates continuously.

**Make and Model** – To help us understand your equipment and requirement better please give us the make and model number of the equipment you plan to use.

**CTCSS/DCS**

Does you equipment offer the facility to respond selectively to tones or other digital signals known as 'CTCSS' or 'DCS'?

***Duplex Split (this information is not required when requesting simplex frequencies)***

**Fixed -** Some radio equipment is designed to operate with a fixed frequency spacing between the transmit and receive frequencies. In order to assign frequencies that will be compatible with your equipment we need to know if this is the case.

**Min and Max –** Where radio equipment is capable of operating with a variable frequency spacing between transmit and receive frequencies please indicate the minimum and maximum values in MHz.

**Ref. no of freq pair** – To avoid confusion when specifying a duplex pair of frequencies please indicate the reference number of the corresponding duplex frequency. The reference number can be found in the first column of each table.

***Antenna***

**Polarisation** – Radio signals are usually transmitted in either a horizontal or vertical plane and it helps us to avoid interference issues if we know which is used. Often the transmit and receive antennas will be mounted in the same way, either vertical or horizontal.

**Max Gain (dB)** – Antennas can be designed to radiate in all directions or concentrate and amplify the radiated power over a particular arc. Max(imum) Gain is a measure of the degree of amplification that an antenna applies, specified in decibels (dB)

**Height** – Please state the height of the transmit and receive antennas above the ground. If they are to be operated airborne please estimate the altitude of the aircraft.

***Location***

**Transmit /Receive location**– To help us assign frequencies and avoid interference problems we need to know whether your transmitters and receivers are operating at just one fixed location or are mobile over a specified area. If the point or area can easily be described, perhaps the 'pit area', the 'track' or a particular building, please give details.

*Please read these guidance notes carefully before completing this form and return it to JFMG at least 4 weeks before your event.*

**Visit us at:www.jfmg.co.uk**

## Part 3 of this application form – Payment & Declaration

***Section H – Payment details***

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 debit card or Visa/Access/Mastercard/American Express credit cards. Please provide us with expiry dates.

Alternatively you can pay by bank transfer using the information provided.

**We are not allowed to process applications until payment has been received.**

***Section I – Declaration***

Please read the declaration and sign underneath to confirm that you have accurately completed the application form to the best of your knowledge.

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

Please send this completed form to JFMG via the contact details below (email is preferred).

**JFMG Limited**
**33-34 Alfred Place**
**LONDON**
**WC1E 7DP**

**Phone:** +44 (0) 20 7299 8660
**Fax:** +44 (0) 20 7299 8661
**E-mail:** admin@jfmg.co.uk
**Web site:** www.jfmg.co.uk
**Out-of-hours Emergency Coordinator:** +44 (0) 20 7299 8699

**Office Hours:** Mon – Fri, 0900 – 1800, except Public Holidays