



**An Roinn Iompair
Turasóireachta agus Spóirt**

Department of Transport,
Tourism and Sport

SHIP RADIO LICENCE APPLICATION FORM

FOR OFFICIAL USE ONLY		
Application Reference No:		OFFICE DATE STAMP
Amount Paid:	€	
Receiving Officer:		
Date Paid:		
Receipt Number:		

Guidelines for applicants for a Ship Radio Licence

1. In accordance with the Wireless Telegraphy Act, 1926, the appropriate licence must be held to cover possession or use of radio equipment. Possession or use of radio equipment without a licence is an offence, which renders the offender liable to prosecution and, on conviction, fines and confiscation of equipment.
2. This application form sets out the standard information that is required for a Ship Radio Licence. In certain cases the Maritime Services Division may seek further information or clarification from the applicant.
3. From 1st September 2006, Ship's Radio Licences will be issued for the lifetime of the vessel. A lifetime licence is only valid on the condition that the licensee stated on the licence and the owner of the named vessel is the same person.
4. **APPLICATION TYPES AND FEES**
The box relating to the application type you are submitting should be 'ticked' under Section 2a on page 5 of this application.

I. APPLICATION FOR A NEW SHIP RADIO LICENCE

To submit a valid application for a NEW SHIP RADIO LICENCE (valid for the lifetime of the vessel) it is necessary to:

- Complete all sections of this form relevant to your application and sign the declaration. If a section is not applicable to your application, then this should be stated by entering N/A.
- Payment of the full licence fee of €100.

II. APPLICATION TO AMEND AN EXISTING SHIP RADIO LICENCE

To submit an application for an AMENDMENT TO A SHIP RADIO LICENCE, following change of radio equipment onboard and/or change of name of ship etc., it is necessary to:

- Complete all sections of this form relevant to your application and sign the declaration. If a section is not applicable to your application then this should be stated by entering N/A.
- All equipment details must be provided, even where equipment has not changed since the issue of the original licence. Comments such as '*as before*' cannot be accepted.
- Payment of the amendment to licence fee of €30.

III. TRANSFER OF AN EXISTING SHIP RADIO LICENCE BETWEEN OWNERS

To submit an application to TRANSFER A SHIP RADIO LICENCE following the transfer of ownership of a ship between owners:

- The applicant (new owner) must complete all sections of this form and sign the declaration.
- Payment of the transfer of licence fee of €30.
- The existing Licensee (previous owner) must submit a **Ship Radio Licence Transfer Form** to the Maritime Services Division (form available from Maritime Service Division, contact details overleaf).

IV. APPLICATION FOR AN MMSI NUMBER FOR A SHIP WHICH ALREADY HOLDS A SHIP RADIO LICENCE

To submit an application for the issue of an **MMSI Number** to a ship which already holds a Ship Radio Licence (without previously qualifying for the issue of an MMSI number) for the sole purpose of programming a GPS enabled EPIRB onboard (*as per Maine Notice 13 of 2015*), it is necessary to:

- Complete all sections of this form relevant to your application and sign the declaration. If a section is not applicable to your application then this should be stated by entering N/A.
 - Ensure that the make and model of the GPS enabled EPIRB acquired/being acquired is provided.
 - All equipment details must be provided, even where equipment has not changed since the issue of the original licence. Comments such as 'as before' cannot be accepted.
 - For Fishing Vessels < 15M - Provide the make and model of all Personal Locator Beacon's (PLB's) onboard (as per Marine Notice 18 of 2014). There must be one for each person carried onboard (as specified under Section 2b of your application).
 - No fee is required.
5. Applications for a licence must be submitted along with the appropriate fee to the following address. Please refer to page 11 for acceptable payment methods:
- Mercantile Marine Office
Maritime Services Division
Irish Maritime Administration
Department of Transport, Tourism and Sport
Leeson Lane
Dublin 2
- Ph: 01 – 6783480
6. To facilitate speed of processing, please ensure that your application is legible i.e. typed or completed in block capitals and the form is submitted at least 2 – 3 weeks prior to being required. Application forms not adequately completed cannot be considered as valid applications and will be returned to the applicant.
7. If there is insufficient space available on the application form, please attach any additional information on a separate sheet(s), indicating the appropriate section and question.
8. Please note that some of details supplied by you will be notified to the International Telecommunication Union (ITU) for inclusion into the Maritime Mobile Access and Retrieval System (MARS) as well as other national authorities such as the Irish Coast Guard. Search and Rescue Authorities may use the information contained in the database to access vessel details in the event of an incident.
9. More information on Ship Radio Licensing and EPIRB registration, including relevant forms, is available at www.dttas.ie (Maritime Section).

APPLICATION FOR A SHIP RADIO LICENCE

Section 1: Contact Details

1a: Applicant Details

Full Name (Company or Person) of the Owner of the Vessel in whose name the Licence is sought:	
MRAU Account Number¹: (If applicable)	
Address of Licensee:	Address: County or Postcode: Country:
Phone No: Mobile No:	
Fax No:	
E-Mail:	
Alternative Contact Name²:	
Alternative Contact's Phone Number:	
Name and Address to which the Licence / Correspondence is to be sent: (If different from address given above)	Name: Address: County or Postcode: Country:

¹ This is the account number allocated to you by MRAU; it is unique for you/your company. You generally have an account number if you applied in the past for a ship radio licence.

² This is the person who will be contacted in case of emergency should your vessel get into difficulty.

Section 2: Ship Radio Licence Application Details

2a Application Type

Type of Application:	<input type="checkbox"/> I: New Ship Radio Licence <i>(for Irish vessels which have never before been issued with an Irish Ship Radio Licence/Call Sign)</i>
	<input type="checkbox"/> II: Amendment to an Existing Ship Radio Licence <i>(following change of radio equipment onboard and/or change of ship name etc.)</i> Please state: Existing Licence No: _____ Existing Call sign or Signal Letters: _____
	<input type="checkbox"/> III: Transfer of a Ship Radio Licence Between Owners Following Transfer of Ownership of a Ship Please state: Existing Licence No: _____ Existing Call sign or Signal Letters: _____
	<input type="checkbox"/> IV: Issue of an MMSI Number to a Ship Which Already Holds an Irish Ship Radio Licence without previously qualifying for an MMSI Number <i>(for the Sole Purpose of programming a GPS enabled EPIRB held onboard (as per Maine Notice 13 of 2015))</i> Please state: Existing Licence No: _____ Existing Call sign or Signal Letters: _____

2b Vessel Details

Vessel Name: The name of the vessel should be as it appears on the hull or superstructure. The name given here will be printed on the radio licence. Please do not use abbreviations, e.g. "FV" or "SY"	
Intended Use of Vessel:	<input type="checkbox"/> Commercial Fishing <input type="checkbox"/> Commercial Pleasure <input type="checkbox"/> Merchant <input type="checkbox"/> Pleasure <input type="checkbox"/> Other: Please Specify
Vessel Type:	<input type="checkbox"/> Sailing Yacht <input type="checkbox"/> Licensed Passenger Boat <input type="checkbox"/> Motorboat Yacht <input type="checkbox"/> Other: Please Specify
Gross Tonnage:	
Number of Lifeboats:	

Max No. of Persons Carried: (crew plus passengers)	
Length in Metres: This is the vessels registered length. If not known please insert the overall length in metres.	
Area of Operation:	Please tick one box <input type="checkbox"/> A1: Up to 30 Miles from any shore <input type="checkbox"/> A2: Up to 150 miles from any shore <input type="checkbox"/> A3: Any waters not covered by A1 or A2 <input type="checkbox"/> A4: Polar regions
Do you have an agreement with an Accounting Authority? Some larger vessels may have an agreement with an Accounting Authority. An accounting authority is the company responsible for billing if you make radiotelephone or telex calls.	<input type="checkbox"/> No <input type="checkbox"/> Yes. What is the AAIC? ³

2c Registered Vessel Details

Please fill in this section if the vessel has been registered on the official Register of Irish Ships. Otherwise go to section 2d.

Official Registered Number for the Vessel:	
Signal Letters Allocated to vessel: (If applicable)	

2d: Radio Operator Details⁴

Name:	
Type of Certificate (E.g. SRC1, LRC):	
Certificate Number:	
Issuing Country For Certificate:	<input type="checkbox"/> Ireland <input type="checkbox"/> Other Please Specify If you hold a Non-Irish Certificate, please supply a copy of this with the application form

2e Description of the Equipment to be Used

<p>Any radio transmitting equipment fitted or purchased for a vessel must comply with the relevant European Regulations. These are:</p> <ul style="list-style-type: none"> • The Radio Equipment and Telecommunications Terminal Equipment (R&TTE) Regulations or • The Marine Equipment Directive (MED) <p>To satisfy the above regulations, all equipment fitted or purchased on or after the 8th of April 2001 must have the appropriate CE marking. Equipment fitted or purchased before this date and that was previously licensed will continue to be licensed. This also applies to second hand equipment.</p>

³ AAIC = Accounting Authority Identification Code

⁴ All Maritime Mobile Radio Stations must be in the charge of a suitably certificated radio operator. Full details of the certificate held, i.e., VHF or Long Range Certificate, (LRC) with satellite as appropriate should be inserted here.

Please note that marine radio transmitting equipment obtained outside the EU may not comply with the EU standards and a licence may be refused.

Equipment Type	Manufacturer & Model Number Failure to provide model number(s) will result in delays with regard to the issuing of a licence	Additional Information
MF / HF To be completed if Medium/High Frequency equipment is fitted. Commonly referred to as “the big set”.		<input type="checkbox"/> Please tick if DSC ⁵ is fitted
VHF Fixed: To be completed if Very High Frequency equipment is fitted to the vessel.		<input type="checkbox"/> Please tick if DSC ⁵ is fitted
VHF Portable: To be completed if Very High Frequency portable equipment is carried on the vessel		
UHF Portable: To be completed if Ultra High Frequency portable equipment is carried on the vessel		
EPIRB: (Emergency Positioning Indicating Radio Beacon) <u>Note:</u> It is a requirement that EPIRB's or any change of details must be registered with the Maritime Services Division of this Department as per Marine Notice No. 13 of 2012		Please tick frequency <input type="checkbox"/> 121.5 MHz ⁶ <input type="checkbox"/> 406 MHz ⁷ Please tick operation <input type="checkbox"/> Manual Only <input type="checkbox"/> Float Free
PLB: (Personal Locator Beacon) <u>Note:</u> that a PLB is not an EPIRB. A PLB must be registered with COMREG as per Marine Notice 25 of 2010		
SART Transponders: Search and Rescue Transponders (SART) devices tend to be carried on larger vessels and deep-sea craft.		
Satellite Equipment: To be completed for all Satellite transmitting equipment fitted to the vessel.	Please indicate the type of Inmarsat equipment fitted, e.g. A, B, C, etc.	<input type="checkbox"/> Please tick if GMDSS compliant

⁵ DSC is Digital Selective Calling, used for alerting purposes under the Global Maritime Distress and Safety System, (GMDSS).

⁶ Users of 121.5 MHz and 243 MHz beacons should be aware that there are plans to withdraw the alerting service on these frequencies by 1st February 2009

⁷ 406 MHz EPIRB or Marine PLB's fitted to vessels must be registered. EPIRB registration forms can be obtained from the **Maritime Services Division, Department of Transport, Tourism and Sport, Leeson Lane, Dublin 2. Ph: 01 6783480 or on the website at www.dttas.ie**. All 406 MHz EPIRB's or Marine PLB's carried on a vessel should have the Callsign or MMSI encoded in the beacon.

Equipment Type	Manufacturer & Model Number Failure to provide model number(s) will result in delays with regard to the issuing of a licence	Additional Information
Additional Satellite Equipment:		
Radar: Radars – The majority of maritime radars operate in the “X” band. Some larger vessels also carry “S” band radar.		Please tick <input type="checkbox"/> X band 9320-9500 MHz <input type="checkbox"/> S band 2900 – 3100 MHz
AIS: (Automatic Identification System)		Please tick <input type="checkbox"/> Class A <input type="checkbox"/> Class B
LRIT: (Long-Range Identification and Tracking)		
SSAS: (Ships Security Alert System)		
GPS: (Global Positioning System) Include all GPS’s fitted on-board		
Additional Communications Equipment:		

Equipment Type	Manufacturer & Model Number Failure to provide model number(s) will result in delays with regard to the issuing of a licence	Additional Information
Please indicate if any equipment was bought/fitted before the 8th April 2001.		

Section 3: Declaration Form – Ship Radio Licence

I certify that all information provided on this form, including all documentation attached, is true and accurate.

I agree to comply fully with all the terms and conditions of the licence, if granted, in accordance with the Wireless Telegraphy (Ship Station Radio Licence) Regulations, S.I. No. 414 of 2006.

I accept that the Department of Transport, Tourism and Sport may publish information relating to licensed radio systems and that certain information relating to any licence issued pursuant to this application may be contained in any such publication.

I certify that the all ship radio equipment used is R&TTE or MED compliant and will be operated by an operator with the appropriate qualification.

I have read the ‘Guidelines for applicants for a Ship Radio Licence’ at the beginning of this form and understand the details of the licensing scheme.

Signature of Applicant: _____

On behalf of (Company): _____

Name in Block Letters: _____

Date: _____

(If applicant is part of a company, please state position held):

Section 4: Method of Payment

Please note that payments cannot be accepted by cheque. Please choose from the payment options available below.

<input type="checkbox"/> An Post Postal Money Order	An Post Postal Money Orders should be made payable to <i>Superintendent, Mercantile Marine Office</i>
<input type="checkbox"/> Euro Bank Draft	Euro Bank Drafts should be made payable to <i>Superintendent, Mercantile Marine Office</i> . Note: Bank Drafts drawn from banks outside of the EU cannot be accepted. Therefore, when payments are being made from outside of the EU, EFT and Credit/Debit card payments are preferred payment methods.
<input type="checkbox"/> Electronic Funds Transfer (EFT)	The following bank details should be used when submitting payments by EFT: Bank Name: Bank of Ireland, Bank Address: 2 College Green, Dublin 2, Ireland. Account Name: Mercantile Marine Office Account Number: 22476544 Branch Sort Code: 90-00-17 IBAN Number: IE92 BOFI 9000 1722 476544 BIC: BOFIII2D When making payments by EFT the subject field on the payment form must be used to provide details of:- <ul style="list-style-type: none"> • the Vessel name • and the words, 'Ship Radio Licence' or 'SRL'
<input type="checkbox"/> Cash	Payments by cash can be made when submitting applications. However, cash payments should not be submitted by post.
<input type="checkbox"/> Credit/Debit Card	Credit/Debit card payments can be accepted by completing the card payment section below.

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SHIP RADIO LICENCE APPLICATION FEE

Vessel Name: _____

Please debit my card with the amount indicated: € _____

Card Type:

Card Number:

Expiry Date:

Card Holder Name:

Signature:

Date:

Contact Number:

(Should there be an issue with the card details provided)