

# Application form for an authorisation for the use of private radio stations

## 1. Authorisation

### 1.1 New application

- Use : permanent  
temporary (< 1 year)  
from to (dd/mm/yy)

- Your authorisation application is made on behalf of a : legalperson natural

1.2 Modifications: see page 2, point 7. person

## 2. Authorisation on behalf of a legal person

2.1 Name of the company:

2.2 Company number: (mandatory)

2.3 VAT number:

2.4 Modification:

## 3. Authorisation on behalf of a natural person

3.1 First name: Name: (in capitals)

3.2 National register number: or BIS number: (mandatory)

## 4. Address of the registered office (legal person) – home address (natural person)

*Only companies with their registered office abroad must fill in all the fields below.  
The telephone number and generic e-mail address fields must always be completed.*

4.1 Street: Number: Box :

4.2 Postal code: Municipality: Country:

4.3 Telephone number: Generic e-mail address:

## 5. Address the authorisation must be sent to

5.1 Contact person: Telephone number:

5.2 E- mail address: Department :

**To fill in only if the address is different from the one in point 4**

5.3 Street: Number: Box:

5.4 Postal code: Municipality: Country:

## 6. Billing address

- 6.1 Contact person: Telephone number:  
6.2 E-mail address: Departement:  
6.3 Internal reference: (e.g. PO number)  
6.4 Yes, I wish to receive an electronic bill at the following e-mail address:

### To fill in only if the address is different from the one in point 4

- 6.5 Street: Number: Box:  
6.6 Postal code: Municipality: Country:

## 7. Modifications

File number::

### Former data

### New data

Registered company name:

Name of the company:

Address of the registered  
office or home address  
(natural person)

Network administrator,  
name, address, telephone,  
e-mail...

Billing: address, contact  
person, e-mail...

Modification e-mail address  
electronic billing

Modification of the network  
composition (power,  
frequencies, bandwidth)











## 8. Declaration and signature

- 8.1 **- I hereby declare that this application form is complete and true.**  
**-I accept that any application for authorisation will give rise to the payment of an administrative fee to cover the costs of reviewing the application.**
- If an application for a definitive authorisation is introduced less than 20 working days before the desired start date, the administrative fee shall be doubled.
  - If an application for a definitive authorisation is introduced less than 5 working days before the desired start date, the administrative fee shall be increased fivefold.
  - If an application for a temporary authorisation is introduced less than 5 working days before the desired start date, the administrative fee shall be doubled.
  - If an application for a temporary authorisation is introduced less than 2 working days before the desired start date, the administrative fee shall be increased fivefold.

The date that shall be considered is the date of the postmark for new applications by mail and the date of receipt for new applications by fax or e-mail.

- I accept that any request to modify a file shall give rise to the payment of an amount equal to half the administrative fee.**  
**- I am authorised and/or mandated to sign the authorisation application (if mandated, please add a certificate issued by the owner of the radio communications network).**

- 8.2 **Incomplete or unsigned applications shall not be processed; the BIPT cannot be held responsible for any damaging delays that may occur as a result of this.**

8.3 Name of the signatory:

8.4 Position of the signatory:

8.5 Date: Place:

8.6 Signature:

**Warning:** if you sign this document electronically, you will not be able to modify it afterwards and you must save it on your computer. You can send it back to us by e-mail together with the annexes.

You may sign this document with a digital signature. A digital identification is required.

You can also print this form, sign it and send it together with the annexes by post or e-mail at the following address: [licencesradio@ibpt.be](mailto:licencesradio@ibpt.be).

Postal address:

Belgian Institute for Postal Services and Telecommunications  
Licences Department  
Allianz Tower  
Boulevard du Roi Albert II 32 Box 10  
1000 Brussels

### **IMPORTANT INFORMATION**

**Frequencies are always allocated within the framework of an efficient use of the spectrum. The requested characteristics concerning the stations can be supplemented, modified or refused if necessary.**