

Broadcast Licence Application Form
Under section 9.1 of the Telecommunications Act 2000 as amended

St. Kitts and Nevis

Applicant: _____

Please tick (✓) appropriate box:

BROADCAST Radio AM

 Radio FM

 Community Radio (FM)

 Television

 Subscriber Television

Type of Application: New Application

 Application to Modify/Amend

 Application to Renew Licence

**National Telecommunications Regulatory Commission
NTRC Secretariat
C/o Ministry of Telecommunications and Technology
Cr Wigley Avenue and Jones Street
PO Box 1958
Fortlands, Basseterre
St. Kitts/Nevis**

Guidance Notes

- This application form can be used for first issue, modification/amendments and renewal of licences.
- Three (3) copies of the completed application form should be submitted in an envelope clearly marked “Broadcast Station Application” addressed to the Chairman, National Telecommunications Regulatory Commission, Corner of Wigley Avenue and Jones Street, PO Box 186, Basseterre, St. Kitts/Nevis.
- The completed application form must be accompanied by a fee of Five hundred Eastern Caribbean Dollars (EC\$500), per licence, payable to the National Telecommunications Regulatory Commission, St. Kitts and Nevis
- For renewal or modification of licence(s), please attach a copy of the existing licence to completed application form.

For questions or sections that are not applicable, write “NOT APPLICABLE” in bold or in print.

Please note that any word, phrase or expression used herein shall have the same meaning as it has in the Telecommunications Act 2000 as amended.

- Applications should include schematic of the proposed network where appropriate
- Copies of technical details of equipment and approval certificates may be requested. (Photocopies of technical specifications of equipment should be attached)

PART 1 – The Applicant

(Please complete fully in type or block letters)

1.1 Contact Details

1.1.1 Name of applicant:

1.1.2 Address of applicant:

Business Address

1.1.3 Telephone number: _____

1.1.4 Fax Number: _____

1.1.5 Email address: _____

1.1.6 Company Registration Number: _____

1.1.7 Occupation: _____

PART II - Licence Details

2.1 Select as appropriate

New Licence

Modification/Amendment

Renewal

2.2 Licence No.¹ _____

2.3 Station Identifier.² _____

2.4 Place of Issue: _____

2.5 Date of Issue: _____

¹ For Renewal, Amendment or Modification of licence.

² Optional, applicants for Radio broadcast may wish to include the station identifier.

PART III - APPLICANT'S BUSINESS AND PROPOSED NETWORK AND/OR SERVICE(S)

Financial Information and Business Plan

3.1.1 Please provide a business plan. The plan should outline any major assumptions used and should cover a period of at least [five] years. The information provided should include:

- Sources of funding, debt levels, equity and independent confirmation as appropriate;
- Proforma financial statements for [five] years to include cash flow and income statements; and
- Market forecasts.

Please provide a diagrammatic representation of the applicant's group structure, including the percentage of shares held. Please indicate which affiliates have or intend to apply for, other telecommunications licences.

Does the applicant have any shareholdings of over 5% in any other licensed telecommunications provider in the OECS?

[YES] [NO]

Has any member of the applicant's managerial staff been bankrupt, or been a director of a company which has become insolvent?

[YES] [NO]

If the answer is YES, please attach a certified copy of the discharge.

Has the applicant or any member of the applicant's managerial staff ever been the defendant or respondent in any proceedings in any court in any jurisdiction involving violence or dishonesty, or is the applicant or any member of the applicant's managerial staff currently the subject of a charge or indictment under the law of any country for contravention of any law or for any conduct involving dishonesty, fraud, theft or violence??

[YES]

[NO]

Applicant's Current Activities

Please provide answers to the following questions in relation to (a) the applicant's activities in the OECS; (b) the applicant's activities elsewhere in the Caribbean; and (c) the applicant's activities elsewhere in the world.

Please provide a summary of any infrastructure the applicant has in place, including radio-based infrastructure.

If the applicant is using radio frequency spectrum, please provide details of the frequency authorisations held, including the number of frequency authorisations and the reference number of each frequency authorisation.

Please provide details of the products and services being provided by the applicant and the terms (including prices) on which they are available. In particular, please provide details on the number of customers and lines installed.

Please provide details of current contracts with all classes of customers, as well as copies of all such contracts.

Applicant's Proposed Activities

Please provide a summary of any infrastructure the applicant is planning to put in place within the next [three] years, including radio-based infrastructure.

If the applicant is planning to use radio frequency spectrum, please indicate whether an application has been submitted for a frequency authorisation and provide details (copies may be enclosed if preferred).

Please provide a description of each proposed service, including details on the following:

- all technical aspects of the services (including equipment)
- how access to the service is to be provided (e.g. indirect access, direct access, leased lines, etc.)
- targeted customer base, including number of customers targeted

Please provide details of any proposed supply relationships in respect of the proposed network and/or services.

Technical Details

Details of Equipment: (Radio AM, Radio FM, Community Radio FM and Over the Air Television)

(Please attach copies of technical specifications of equipment)

Transmit Station

	1	2	3	4
Transmitter Site (Long/Lat)				
Transmit Power (W)				
Frequency to be used				
Radio Make and Model				
TX Range				
RX Range				
Ant. Make and Model				
Ant. Low limit Frequency				
Ant. High limit Frequency				
Ant. Type				
Ant. Gain (dBi)				
Polarization				
Ant height (M)				
Ant directivity				

Studio to Transmitter Link (STL) and/ Outside Broadcast (OBS)

(Indicate at the top of the columns whether the data refers to a STL or an OBS)

	1	2	3	4
Station Type (STL or OBS)				
Station Name/Location				
Ant. Make and Model				
Ant. EIRP (dBm)				
Ant. Low limit Frequency				
Ant. High limit Frequency				
Ant. Type				
Ant. Gain (dBi)				
Polarization				
Equipment				
Equipment Make and Model				
Equipment TX Low Frequency Limit				
Equipment TX High Frequency Limit				
Equipment RX Low Frequency Limit				
Equipment RX High Frequency Limit				
Station				
Station ERP				
Station TX Power				
Stations Antenna height				
Band width Frequency				
Number of Channels				

3.1 Details of Equipment: (Subscriber Television)

3.2.1 **Video Output**

Channel Bandwidth	
Channel Configuration	
Minimum signal level at TV input	
Minimum Carrier/Noise	
Visual carrier frequency	
Aural frequency deviation	
Signal to inter-modulation ratio	
Radiation level	
Line amplifier voltage	
Permissible variation of visual carrier level	
(a) Over 24 Hours	
(b) Between two adjacent channels	
(c) Between any two channels	
(d) Frequency response (each channel)	

PART IV - DECLARATION³

(Delete the option that does NOT apply)

(Delete the option that does NOT apply)

On behalf of the applicant, I / I declare that the information provided is accurate and complete in all respects.

Signed

Full name of signatory:

Position held:

Date: - _____