RADIOS – *updated on 24-04-2024*

The Belgian Institute for Postal Services and Telecommunications is responsible for granting authorizations for the use of radio networks in Belgium and for monitoring compliance with radiocommunication legislation.

Any user of radiocommunications equipment is subject to the obligation to be in possession of the necessary authorization certificate before the start of the event.

Every use of radiocommunications equipment requires authorizations. Therefore, you may previously request a frequency by contacting the BIPT (Phone : +32 (0)2 226 88 88).

During this period, controls will be carried out by BIPT in Spa-Francorchamps and may result, in case of non-compliance with the legislation, in a legal procedure and seizure of radio equipment.

It is imperative to introduce on time the requests to obtain the required authorizations. The authorizations can be requested via a form available on the BIPT website via the following link: https://www.bipt.be/consumers/publication/large-events-request-form

When you are in possession of an authorization and disturbances occur during the event, you can contact our Control Department whose contact details you will find via the following link: www.bipt.be/consumers/checks- interference
Tel : +32.2.226.88.00

For further questions or more information, you can also contact the Licenses service at : licencesradio@ibpt.be, or by phone at Tel. : +32 (0) 2 226 88 15.

BIPT / BIPT
Ellipse Building - Gebouw C
Koning Albert II laan 35, bus 1
B-1030 Brussel
licencesradio@ibpt.be
Tel: +32 2 226 88 75

bipt
Belgisch Instituut voor
postdiensten en telecommunicatie

Request form to obtain a licence for the use of private radio communications stations during special events

1. Licence(s) requets

Licence period :
(temporary for < 1 year)

from : ____ until : ____ (dd/mm/jj)

see important comment on the final page relating to the handling fees modified since 01/01/2019

2. Licence in name of a legal person

2.1 Type of company : ____

2.2 Trade name : ____

2.3 Nature of the company : ____

2.4 Company number : ____ **(compulsory field)**

2.5 VAT no : ____

3. Head office

3.1 Street : ____ House : ____ PO : ____

3.2 Postal : ____ Place : ____ Country: ____

3.3 Telephone : ____ General email : ____

4. Delivery address for the licence

Only to fill in if different of the addres in point 3

4.1 Contact person : ____ Telephone : ____

4.2 Email : ____ Departmetnt : ____

4.3 Street : ____ number.: ____ PO: ____

4.4 Postal code : ____ Place : ____ Country: ____

5. Invoice address

5.1 Contact person : Telephone :

5.2 Email contact person : Department :

5.3 Intern reference number. : (e.g. PO number)

5.4 ☐ Yes, I wish to receive an electronic invoice at the following emal address:

Only to fill in if different of the addres in point 3

5.5 Street : Number: PO :

5.6 Postal code : Place : Country :

Land mobile equipment

Quantity	Type station (1)	Brand and type	Output power (in Watt)	number of frequencies	Desired frequency band	Proposed Tx frequency (in MHz)	Proposed Rx frequency (in MHz)	Simplex (S) Duplex (D)	Analogue (A) or digital (D)	Bandwidth (2)	Channel spacing (3)	Antenna-height (in meters) (4)	Antenna gain (in dB) (5)	Type of use (6)

(1) FB : Basestation, repeater
MB : Mobile equipment HP : Hand portable
WM : Wireless microphone
MV : Mobile video camera AB : Airborne
WA : Wideband audio

(2) Bandwith : eg. 11K, 14K, 180K, 10M ...
(3) Channel spacing : eg. 12,5 kHz,20 kHz, 25 kHz, 200 kHz, 20 MHz ...
(4) Antenna height : in m from the ground (only for base and repeater stations)
(5) Antenna gain : only for base and repeater stations
(6) Type of use : eg. car to car, downlink from heli, lap counter, pitlane to car,car to bike, video ...

SATELLITE USE

Quantity	Name satelite	Access code	Location	Size antenna (in m)	Antenna gain (dB)	Model/type transmitter	Transmitting freq. to satellite (MHz)	Max. radiated power (EIRP in Watt)	Max. Transmission speed (kB/s or MB/s)	Assigned frequencey bandwith transmitter (kHz)	Noise factor receiver (° K)	Assigned frequency bandwith receiver (kHz)
S N G												
ONE WAY UPLINK												
OTHER												

Summary of the network (Only fill in transmitting equipment)

1 **Type of demand**

- ☐ Organisation
- ☐ Security
- ☐ Catering
- ☐ News gathering
- ☐ Team support
- ☐ Other :

2 **Working Area**

1. Car races (tick one or more boxes)

- ☐ F1 Spa-Francorchamps
- ☐ WEC 6 uren van Spa-Francorchamps
- ☐ 24 h - Spa-Francorchamps
- ☐ Other race (please specify) :

Date:

2. Bike races

Name of the race :

Date :

- ☐ Track
- ☐ Arrival
- ☐ Start
- ☐ Other :

3. Other events : date, specification and working area

3 **Type of radio communication (tick one or mor boxes)**

1. Land mobile equipment : see annex 1

- ☐ Voice
- ☐ Data
- ☐ Fixed link
- ☐ Audio
- ☐ Video
- ☐ wireless microphone
- ☐ Airborne Wideband
- ☐ audio
- ☐ Other : please specify

2. Satellite use : see annex 2

- ☐ SNG
- ☐ One Way Uplink
- ☐ Other :

4 **Annexes : (technical information, cards, documentation** Aantal :

5 **Purpose and necessity of the radio network and a description of it (If necessary, please join a separate note) :**

6. Declaration and signature

6.1 ***- I am aware that the submission of a request inevitably entails administrative costs related to the examination of the file. -For each request for modification of the file half of the administrative costs shall be charged.***
- I am authorised and/or competent to sign this request (if authorised: add a declaration of the licence holder)
- I declare that this request form has been filled out truthfully.

6.2 **Incomplete or unsigned request forms shall not be treated.**
BIPT shall not be held responsible for the possible delay that might result from this.

6.3 Name of the signer :

6.4 Capacity of the signer :

6.5 Date : Place :

6.6 Signature:

Good to know: Once the form is signed digitally you can no longer modify it and you are obliged to save it to your hard disk. It has to be submitted to BIPT later, accompanied by the annexes.

You can sign this form by means of a digital signature. To this effect you simply need a digital ID

If you prefer not to sign it digitally, you can print the form filled out, sign it and send it by mail together with the annexes or scan it, together with the annexes and send it by e-mail to licencesradio@ibpt.be..

You can also send your request to :

Belgian Institute for postal services and telecommunication
Radio Licences Service
Ellipsgebouw C
Koning Albert II-laan 35 box 1
1030 BRUSSEL S

IMPORTANT INFORMATION

If an application is submitted less than twenty working days before the desired date of putting into operation, the handling fees are doubled. If an application is submitted less than five working days before the date of putting into operation, the handling fees are quintupled.

In case of temporary licences the terms are five and two working days respectively.

The date considered is that of the postmark in case of an application by letter or the date of receipt by the Institute in case of an application sent by fax or e-mail.

Send to BIPT