

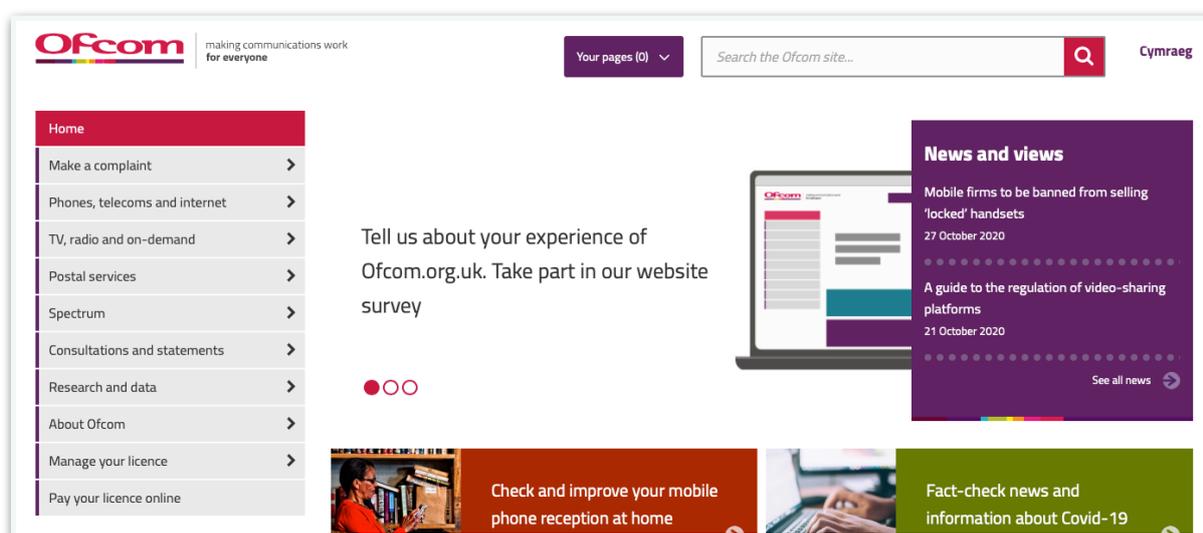
Applying for a Special Event Callsign

With the pandemic having taken a real hold and restricted our amateur radio group activities, Ofcom very kindly relaxed the rule about special event stations needing to be open to the public. This has enabled many amateur radio operators to continue to support and promote organisations, events, special dates, and the like, from the home QTHs.

This Handy Guide shows you how to apply for a Notice of Variation (NoV) to your licence to enable you to run a special event station. Given that everyone has to manage their licence through the Ofcom portal these days, we will assume that you already have an Ofcom account.

Logging in to the Ofcom portal

Visit <https://www.ofcom.org.uk> to access the portal (below).



Click over the **Manage your licence** option in the menu down the left side of the page.

The click over the **Manage your ship and amateur radio licences** link in the pink box.

This will bring up a rather plain looking web page that enables you to log in.

Look down the page for the **Login for registered users** heading (right) and enter the email address you used to create your account and the account password.

Once you have entered these, scroll down the page a little further and click over the pink **Login** button.

You will now be presented with the Licensing dashboard (below) - you're now logged in to the portal.

Login for registered users

*Fields marked with * are required*

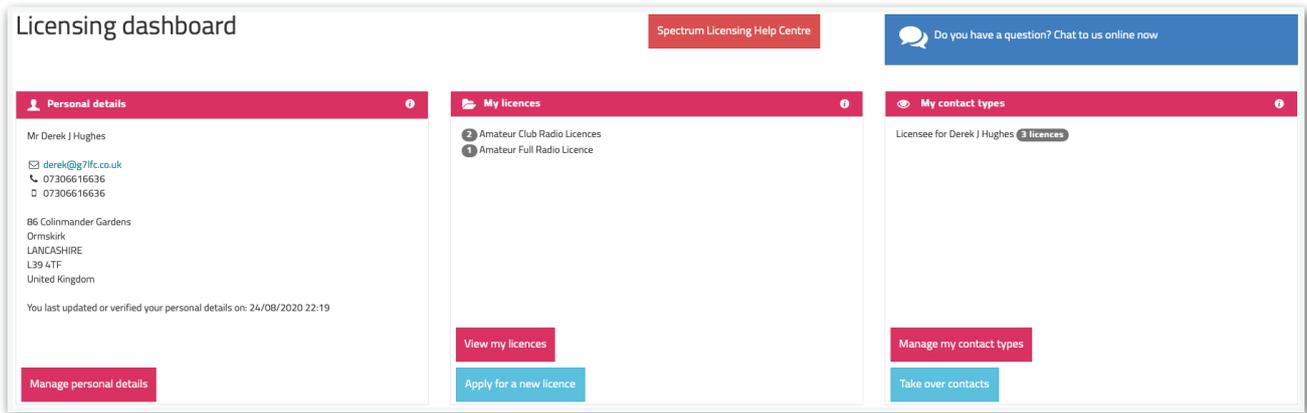
Email address*

[Forgotten or changed your email address?](#)

Password*

[Forgotten your password?](#)

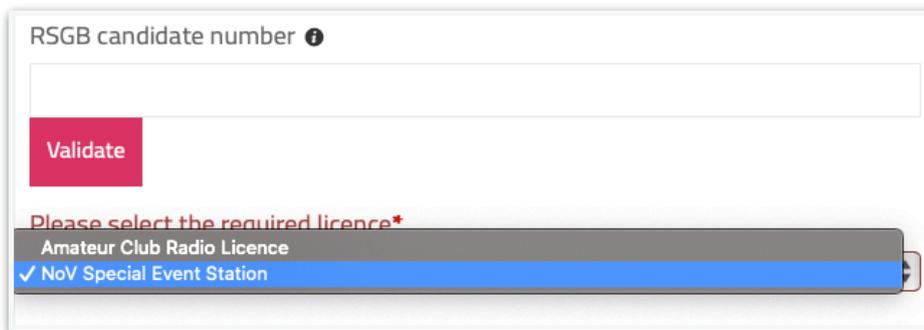
Having problems logging on?
Please ensure you are using the latest version of your we



Applying for the NoV

To start the NoV application process, click over the **Apply for a new licence** link in the cyan box located in the middle of the screen.

You will now be asked what type of licence you want to apply for. Select the **Amateur Radio** option and click over the **Next** link in the pink box.

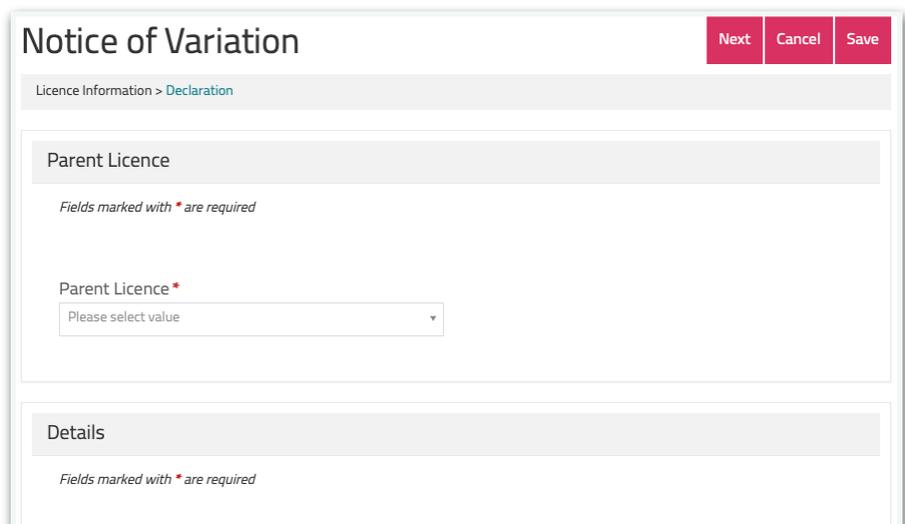


The next screen (above) asks you for an RSGB candidate number (for those applying for a new main station licence), or the type of licence you want to apply for. We will select the **NoV Special Event Station** option.

Click over the **Next** link in the pink box and the Notice of Variation screen will appear (right).

Applying the NoV to your licence

The first thing you need to fill in is the **Parent Licence** that the NoV will be applied to. Most people only have one option here, unless they have a club callsign, or a permanent special event callsign.



Click over the little arrow on the right side of the field and then click over the required callsign.

Special event callsign

Scroll down the page a little to the **Details** section. This is where you tell Ofcom what special event callsign you would like to apply for in the **Desired Call Sign Suffix Field** (below). You don't need to enter 'GB' as that is a given, you just need the single number that follows the GB and the three letters that follow that (e.g. '0HNY' for 'GB0HNY').

Desired Call Sign Suffix * [Check Call Sign Availability](#) Call Sign

0HNY

'GB' is the prefix of a special event call sign and will be automatically applied to your call sign. Call signs that fall outside the normal format will need to be submitted in a separate request to Spectrum Licensing.

To make sure that the callsign is available, click over the **Check Call Sign Availability** link above the field.

If the callsign has already been allocated (right) it will be removed from the field and a red message will be displayed beneath the field reading, 'Call sign suffix XXXX is not available or format is incorrect'.

Desired Call Sign Suffix * [Check Call Sign Availability](#)

Call sign suffix 0HNY is not available or format is incorrect

If the callsign is available (right), it will appear in full to the right of the field and a green message will be displayed beneath the field reading, 'Call sign is available'.

Desired Call Sign Suffix * [Check Call Sign Availability](#) Call Sign

20Z1 GB20Z1

Call sign is available

Phonetics/Acronyms

Scrolling down to the **Event Phonetics/Acronym** field, you need to enter what the numbers/letters stand for. Then in the Description field you need to describe what the special event is being held to celebrate and/or promote.

Station Location & Duration

These fields are all pretty self-explanatory.

The only location fields (next page) that need to be filled in are those with a red asterisk next to them; **Station Street**, **Station City**, **Station Post Code** and **Station Country**. This is all you will need to enter if the location of your special event station is in a building with an address (e.g. at home).

Station Location

*Fields marked with * are required*

If your event location doesn't have a formal address please provide an NGR with an address as close to possible to the area

Station Street* <input style="width: 95%;" type="text" value="86 Colinmander Gardens"/>	Station City* <input style="width: 95%;" type="text" value="Ormskirk"/>
Station Post Code* <input style="width: 95%;" type="text" value="L39 4TF"/>	Station Country* <input style="width: 95%;" type="text" value="England"/>
NGR Letters <input style="width: 95%;" type="text" value="Please select value"/>	
Numerical Easting <input style="width: 95%;" type="text"/>	Numerical Northing <input style="width: 95%;" type="text"/>

To increase accuracy and reduce delay please use the [gridreferencefinder](#) website to find your location.

If your station is in the middle of a field, or on top of a mountain, then there is not going to be a definitive address. You need to enter the nearest possible address and then enter the National Grid Reference (above); the co-ordinates that we would obtain from an OS map. So, for example, the Gorse Hill Nature in Ormskirk is located at SD 397070 07773. The **NGR letters** letters to be entered would be 'SD', the **Eastings** would be '00339707' and **Westings** '00407773'. This data can be found by clicking over the **gridreferencefinder** link below the fields rather than having to resort to an OS map.

Duration

*Fields marked with * are required*

NOV Start Date* <input style="width: 95%;" type="text" value="31/12/2020"/> [28/10/2020]	NOV End Date* <input style="width: 95%;" type="text" value="31/01/2022"/> [28/10/2020]
NOV Duration 397	

<input checked="" type="checkbox"/> Will you require the Radio Society of Great Britain (RSGB) to be advised that you intend to use the QSL bureau?	<input checked="" type="checkbox"/> Do you consent to your NoV details being sent to the RSGB for the purposes of publicising the Special Event?
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The **NoV Start Date** and **NoV End Date** fields (above) need to have data entered in them. There are two optional tick-boxes below them for asking the RSGB QSL Bureau to handle QSL cards for your station and publish the special event in RadCom and the GB2RS News.

Remember that your special event station can only operate for twenty-eight days per NoV, so make sure you set the dates accordingly.

Keeper Details

There is nothing to enter in these fields as they will have been automatically filled in from the details contained on your main licence.

Click over the **Next** link in the pink box in the bottom right corner of the web page and the declaration page will appear.

Declaration

The final thing to do is accept the terms and conditions. In the only field on this page click over the arrows on the right side of the field and click over the option that states, '**I accept Terms & Conditions**'.

Declaration

Before making your declaration and final submission to Ofcom you must confirm that the Special Event Station will be operated in accordance with the following conditions:

The Special Event Station permitted to be set up by Radio Amateurs under the terms of the Notice of Variation must be in support of an event which is of special significance, being in support of a celebration or demonstration and will be open to viewing by members of the public. No Mobile or Maritime Mobile Operation will be permitted.

I confirm that the information provided within this application is correct to the best of my knowledge and I accept the conditions of the Notice of Variation to my current licence to allow a Special Event Station to be set up and operated.

You must accept the T&C (below) and then use the 'Finish' button to complete your application *

--None--
✓ I accept Terms & Conditions

Previous Cancel Finish

Click over the **Finish** link in the pink box on the right of the page. Your application will be submitted and you will be returned to the **Licensing dashboard**.

All being well your NoV should drop in your mailbox in a few minutes.