

A GUIDE TO FREQUENCY MANAGEMENT FOR TOURING SHOWS



This is designed as a quick look-up guide of how to obtain frequencies and licences for operating radio equipment for rock/pop and theatre tours.

Who says that I need to get a licence?

The **RADIOCOMMUNICATIONS AGENCY (RA)** is responsible for the management of most of the non-military radio spectrum in UK. The RA is an executive Agency of the Department of Trade and Industry of the UK Government. The RA is responsible for allocating and licensing the use of the radio spectrum and keeping it clean from interference.

The Agency does this through frequency planning, where the spectrum is divided up into segments, in which spectrum use is dedicated to specific radio uses. One segment of the spectrum is designated for radio use for **Programme Making and Special Events (PMSE)**. It is within this segment that radio frequencies can be licensed for equipment that is typically used by touring shows.

Under UK Law (Wireless Telegraphy Act 1949), a licence is required for Programme Making and Special Events. This includes the use of radio microphones, talkback (walkie-talkies) and production services in performances

JFMG LTD is a company that has been contracted by the RA since 1997 to manage the PMSE spectrum on their behalf and it is from JFMG that you can be assigned frequencies and obtain a licence. JFMG is a small company, comprising 17 staff of engineers and administrators.

Why do I need to get a licence?

Most frequencies are coordinated to avoid interference. If you use unlicensed equipment you could cause interference to licensed users, and also could experience interference yourself.

What happens if I do not get a licence?

It is an offence to install or use radio equipment without a licence unless it is exempt from licensing.

- If radio is used without a licence, then this may result in potential penalties, such as radio equipment being seized or a fine.



How do I apply for frequencies and obtain a licence?

JFMG assigns frequencies and issues licenses for use in the PMSE spectrum.

We have a special unit called the Licence Awareness Department which deals with all enquires relating to touring shows. The Licence Awareness Department can fax you the relevant application forms, answer your technical queries and provide you with any more information that you may need. To get in touch with JFMG ring us on 020 7261 3797 or you can visit our website at www.jfm g.co.uk.

You can download an application form from our website, or we can fax one to you.

Once you have completed the application form, you can post or fax it to us and we can process your application. NB JFMG cannot release the frequencies and licence documentation to you until we have received payment in full. We accept a range of payment methods, including debit and credit cards. If you do not know how much you need to pay, ring us and we will give you the correct price over the phone.

The JFMG office is open Monday to Friday from 0900 to 1800, where someone will be available to answer your call. Outside of office hours, we offer an 'emergency coordination' service, where there is an engineer on stand-by 24 hrs to assigns frequencies. If you need to get in touch out of office hours, then call our emergency coordinator on 07050 177 335 (NB for frequencies assigned outside the hours 09:00 – 17:00, Monday to Friday, or when the office is closed, there is a £55 premium charge).

Do I have to come to JFMG for all my radio frequency needs?

No – you should only come to JFMG to obtain frequencies and licences for equipment that is being used for performances, e.g. radio microphones, talkback, in-ear monitors, production services. Only this equipment is licensed from the Programme Making and Special Events spectrum.

For radio equipment used for catering, security, crowd control, car parking, etc, you need to contact the Radiocommunications Agency to obtain appropriate frequencies and licences. You need to contact the Private Business Systems (PBR) section of the RA (020 7211 0211) or visit the Agency website on www.radio.gov.uk.



What PMSE frequencies do I need or what licence should I apply for?

The types of equipment used by touring shows are usually radio microphones or talkback (in-ear monitoring).

Radio Microphones

There are two types of radio microphone licences for rock and pop tours issued by JFMG. These are:

- Shared frequency radio microphone licences
- Coordinated frequency radio microphone licences

Shared frequency radio microphone licences

This type of licence is used for some rock and pop shows.

Shared means that the frequencies licenced to one user are shared with other users and are not exclusive to any one licence holder. Occasionally, interference may be experienced. However, there are many frequencies available, most for use across the whole of the UK and a lot of equipment comes with a choice of frequencies built in. So, if there is interference on one frequency, it is often possible to switch to another, clear frequency.

This licence is available for one or two years. The frequencies available are listed below.

VHF

175.250*	191.900	199.700	208.300	216.100
175.525*	192.800	200.300	208.600	216.600
176.600*	193.000	200.600	209.000	216.800

*All frequencies are in MHz (*not available in Northern Ireland)*

UHF Channel 69 (available across the whole of the UK)

854.900	855.275	855.900	856.175	856.575
857.625	857.950	858.200	858.650	860.400
860.900	861.200	861.550	861.750	

All frequencies are in MHz



How much do shared frequencies cost?

The cost of shared frequencies are as follows:

UK Shared, go-anywhere VHF Frequencies

For all 15 VHF frequencies for a one year period	£75
For all 15 VHF frequencies for a two year period	£135

UK Shared, go-anywhere UHF Frequencies

For all 14 UHF frequencies for a one year period	£75
For all 14 UHF frequencies for a two year period	£135

Co-ordinated frequency radio microphone licences

This type of licence is the main one used for rock and pop shows as the frequencies you are given will not be given to anyone else, and are coordinated specifically for your event. To achieve this, prior to the allocation of the frequencies, several checks are carried out as follows:

First JFMG check to see if there are any other users near by where you want to operate. If there are, we can check the frequencies that they are operating on to make sure that you can operate without causing interference to them, and they can operate without causing interference to you.

Secondly, in many cases JFMG also check the local area for TV transmitters, as many manufacturers are producing radio mic equipment on the same frequencies used to broadcast TV. If there is a transmitter in your area, we won't issue a licence unless we are certain that you can operate without causing interference to the viewer at home, and that the TV transmitter won't interfere with you. These are called **in-band** frequencies.

The VHF coordinated frequencies are as follows:

176.400 177.000 192.300 200.100 207.700 208.100

All frequencies are in MHz

The In band coordinated frequencies used by TV transmitters go from 470 MHz– 854 MHz.

We also assign frequencies in UHF Channel 69. This goes from 854.250 MHz to 862 MHz. However, we must advise you avoid using frequencies which overlap, or are the same as, UK Shared. Any user can by a licence for UK Shared, and a user could quite legitimately switch one on, and without knowing it, mess up your show.

You can use any of these frequencies provided they pass our checks.



How much do coordinated frequencies cost?

The prices of coordinated frequencies are as follows:

The **VHF frequencies** cost £40 for up to 48 hours use. After that, you pay another £40, which covers use for up to a year.

The **In Band frequencies** are divided up into 8 MHz-wide slots. Within each slot, you may use as many frequencies as are available, at £40 for 48 hrs. After that, you pay another £40, which covers use for up to a year.

Channel 69 costs £40 for up to 48 hours use. After that, you pay another £40, which covers use for up to a year.

For example, a sound company may have radio microphones in TV channel 66 (830 to 838 MHz), some in channel 67 (838 to 846MHz) and some in channel 68 (846 to 852 MHz). For each period of 48 hrs, they would pay £40 for channel 66, £40 for channel 67 and £40 for channel 68, a total cost of £120. Should they need the frequencies for a week, the fee is £80 for channel 66, £80 for channel 67 and £80 for channel 68, a total of £240

These are examples of the most you would pay. If only a few frequencies in each band are needed, the cost comes down.



Talkback

JFMG licenses talkback for voice communication only. The usual type of talkback licensed by JFMG for tours is for in-ear monitors.

- **In-ear Monitors (*IEM or IFB*)**

In-ear monitors may be regarded as radio microphones for licensing purposes, providing that they conform to the same power levels and other technical characteristics. They are licensed according to the same categories as radio microphones, provided that they conform to the same technical specifications. Hence, shared or coordinated frequencies can be licensed by JFMG for use for in-ear monitors.

For higher powers, IEM can still be licensed by JFMG but will be designated as talkback and may attract different fees.

What Application forms do I need?

Applications forms can be found on the JFMG website (www.jfm g.co.uk). Select 'application forms' in the web menu and then 'Radio Mics'. Alternatively, call us on 020 7261 3797 and we can fax you a copy. However, for your convenience, the application forms are also included in this information pack.

The application forms that you should use are:

Shared Radio Mic application form – EF40 – if you want to apply for shared radio microphone frequencies

Radio Mic application form – EF41 – if you want to apply for coordinated radio microphone frequencies

Multi-Purpose Multi-Site application form –EF04 – if you want to apply for two or more services, use this form.

When you are planning a tour, you may find it convenient to complete ONE application form detailing your request and send it to us with details of you tour dates and venues, rather than completing a different form for each venue of your tour.

**PROGRAMME MAKING & SPECIAL EVENTS
PART 1 – LICENCE APPLICATION FORM**

*Please read the guidance notes
before completing this form.*

**Visit us at
www.jfmg.co.uk**

*When first applying complete Part 1, (Licence application) AND Part 2 (Frequency Application)
For subsequent requests, fill in part 2 ONLY*

A. Who is the Licence to be issued to?

Family name
or Organisation

(if applicable)

First names
(if applicable)

Address

City or Town

County

Postcode

Telephone

Fax

B. Where should we send the Licence and who should we contact for licence renewal or general correspondence?

Please tick

As above in
Section 1?

As below?

Family name

(if applicable)

First names

Address

City or Town

County

Postcode

Telephone

Fax

How did you hear about JFMG and the need for licensing?

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C. Declaration

I request a licence to be issued as detailed above.

I understand that no JFMG frequency may be used until assigned by a licence schedule.

I have read and understand the accompanying notes.

Signed

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Name

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Date

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Guidance Notes for Licence Application

Use this form to apply for a Programme Making or Special Events licence.

- A licence is issued free of charge at the same time as your first frequency assignments, and is valid for one or two years.
- When the licence is issued, you will be assigned the frequencies you require (if available) on a “Schedule 2” to the licence. These assignments are chargeable.
- Subsequent frequency assignments are issued to you on a “Notice of Variation” to the licence. These assignments are chargeable.
- Any use you make of JFMG frequencies must comply with the terms and conditions of the licence, the “Schedule 2” and/or any “Notice of Variation”

Section 1 - Licensee's details:

Please provide details of the individual, partnership, company or incorporated association who will legally be responsible for ensuring licence conditions are observed.

Section 2 – Administrative details

Please provide the name and contact details of the person who we should contact when your licence is due for renewal

Please send the completed form to us at:

**JFMG Limited
72 Upper Ground
LONDON SE1 9LT**

Or fax to:- **020 7737 8499.**

If you have any queries about this form or about Programme Making and Special Events licensing, please contact us on:

Telephone: 020 7261 3797
Fax: 020 7737 8499
Email: info@jfmfg.co.uk
Web: www.jfmfg.co.uk

Name on the card (if appropriate)	Total fee paid – (Minimum fee £20) £
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LICENCE FEES ARE V.A.T. EXEMPT. PLEASE DO NOT ADD V.A.T. TO THE FEES SHOWN

Declaration: I request these frequencies on behalf of the licensee and if required, authorise payment for them. I have read and understand the accompanying notes.	
Signed:	Date:

Once complete, electronic versions may be e-mailed to: admin@jfm.co.uk

Guidance Notes for Frequency Assignment Application for Radio Mic frequencies.

Please supply the fullest possible information in order that we may give you the most appropriate frequency assignments. The details which we require are:

Licensee: This should be the name of the organisation or person who will be using the equipment

Contact name and numbers: In case we have any queries about your request. The confirmation of assignment will be sent to this person, normally by fax or post.

Use: Licencees may obtain a licence for shared frequencies and dry hire or loan equipment to other users. Written authorization must be given to the user of the equipment. A suitable document is provided by JFMG at the time a licence is issued, or is available for download from the JFMG Web site. Any number of radio microphones, operating on the licensed frequencies, may be used without further reference to JFMG.

Notice: All requests must be signed and dated.

PAYMENT OF FEES

Fees should be paid by sending a cheque with the application form, payable to the JFMG Limited (Trust Account); cash, or bank draft in pounds sterling. We also accept debit cards or Visa / Access / Mastercard / American Express credit cards.

We are not allowed to issue assignments until payment has been received by JFMG

MAKING THE APPLICATION

Post or fax the request form to the JFMG Central Office on the number given below. If you need an urgent assignment out of normal office hours, contact the duty co-ordinator first by telephone, on our 24 hour number below. Applications may be made at any time; however, should the processing of your application require work outside the hours 09:00 to 17:00, Monday to Friday, or when the office is closed, **an additional £55 charge applies.**

We will endeavour to process your application as quickly as possible. However, **all applications are normally dealt with on a first come, first served basis, and can take up to 5 days to process from receipt of a correctly completed application form and payment in full.**

No frequency may be used until assigned by JFMG, and any use you make of JFMG frequencies must comply with the terms and conditions of the licence, the "Schedule 2" and/or any "Notice of Variation"

JFMG Limited
72 Upper Ground
LONDON SE1 9LT

Phone:020 7261 3797

Fax:020 7737 8499

E-mail:admin@jfmg.co.uk

Web site:www.jfmg.co.uk

Out-of-hours Duty Co-ordinator:07050 177335

Office Hours Mon – Fri, 0900 – 1800, excl Public Holidays