



**National Communications Authority**



FORM-NTC:RF007

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**APPLICATION FORM  
 AIRCRAFT RADIO LICENCE**

<b>Document No:</b>	<b>National Communications Authority</b>
<b>Date:</b>	

**Document Revision History (for Official use)**

Document Version	Date	Nature of Revision
National Communications Authority -----		
National Communications Authority -----		
National Communications Authority -----		



**APPLICATION FOR AN AIRCRAFT RADIO LICENCE****PART ONE: GENERAL DETAILS****1A: Applicant Details****Name:****Address:****Registered Owner of Aircraft<sup>1</sup>:****Contact Name<sup>2</sup>:****Contact Phone No:****Contact Fax No:****Contact E-Mail:****Name and Address to which the  
Licence / Correspondence is to  
be sent: (if different from  
address given above)**

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**1B: Aircraft Details****Call-Sign (i.e. Registration Number  
on the Sierra Leone Aircraft Register)****Home Airport of Aircraft**

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<sup>1</sup> This is the Registered Owner as per the Sierra Leone Aircraft Register.

<sup>2</sup> This is the person in your organisation to contact in relation to the licence application.

**AIRCRAFT RADIO LICENCE STATEMENT OF STATIONS**

**PART 2**

**TECHNICAL INFORMATION**

**EQUIPMENT IS PERMITTED TO OPERATE IN THE AERONAUTICAL BANDS ONLY**

Call-Sign: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Manufacturer & Type of Aircraft: \_\_\_\_\_ Inspection Date & Place: \_\_\_\_\_

<b>EQUIPMENT</b>	<b>TRANSMITTERS</b>					<b>RECEIVERS</b>		
<b>EQUIPMENT TYPE</b>	<b>MANUFACTURER</b>	<b>PART NO.</b>	<b>OUTPUT POWER WATTS (ERP)</b>	<b>TYPE OF EMISSION</b>	<b>FREQUENCIES</b>	<b>MANUFACTURER</b>	<b>PART NO.</b>	<b>RANGE OF FREQUENCIES</b>



**PART 3****DECLARATION BY THE APPLICANT**

**Application is hereby made on behalf of the registered owner of the aircraft for the issue of a licence to install, hold and use wireless sending and receiving apparatus - as detailed above - for the purposes stated.**

In accordance with the Telecommunications Act 2006, amended 2009, I accept responsibility for the installation, maintenance and operation of the system if approved.

**I confirm that no change will be made in any of the foregoing without prior approval of The National Communications Authority.**

**I declare that the particulars in this form are true in every respect.**

**Declarant:**

**Name in Block Letters** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:**

**Date:**



**The Applicant/Licensee Should Be Aware That He/She Is Responsible In Law For The Radio System And Its Operation Regardless Of Who Supplies The Equipment Or Who Operates It On His/Her Behalf**

## Notes for Applicants

1. **In accordance with the Telecommunications Act 2006, amended 2009 the appropriate licence must be held to cover possession or use of radio equipment. Possession or use of radio equipment without a licence is an offence which renders the offender liable to prosecution and, on conviction, fines and confiscation of equipment.**
2. **This application form sets out the standard information that is required for an Aircraft Radio licence. In certain cases, the Authority for Communications Regulation (National Communications Authority) may seek further information or clarification from the Applicant.**
3. **Applications for an Aircraft Radio Licence with authority from the Ministry of Transport and Aviation must be submitted in writing either via post (at address below) or fax (232-22-235855):**

The Director General  
National Communications Authority  
13 Regent Road, Hill Station, Freetown  
Sierra Leone

4. **To submit a valid application it is necessary to:**
  - **Submit the application form in writing as per point 3 above.**
  - **Complete ALL sections of the form, entering N/A if applicable.**
  - **The Aircraft Call-Sign number (i.e. Registration Number on the Register of the Sierra Leone Civil Aviation Authority) must be entered on the form.**
  - **Part 2 of this form; “Aircraft Radio Licence Statement of Stations” (Technical Information), must be printed.**

Application forms not adequately completed cannot be considered as valid applications and will be returned to the applicant.

5. **To avoid a situation where National Communications Authority cannot issue an Aircraft Radio Licence by the required date, we recommend that all applications be submitted a minimum of 2 weeks prior to the requirement date.**
6. **To process an application written technical approval from the Sierra Leone Civil Aviation Authority (SLCAA) is required. To facilitate speed of processing, please e-mail the technical information on the application form to [dg@natca.gov.sl](mailto:dg@natca.gov.sl)**
7. **Please attach any additional information on a separate sheet(s), indicating the appropriate section and question.**

