

Dear Licensee

Changes to the administration of aeronautical radio licences

From 2 November 2018, Aeronautical Radio Licences, currently issued by the CAA, will be issued and administered by Ofcom. This will enable Ofcom to deliver some additional service benefits to users and enable Ofcom to achieve economies of scale in delivery. The change will allow Ofcom to administer all radio licences under one roof.

The CAA will cease all administrative activities around radio licensing on 31 October 2018. However, the CAA will continue to be responsible for assigning radio frequencies to aeronautical stations, as that is part of the CAA's statutory duties along with issuing ANO safety approvals.

How will this affect you?

From 2 November 2018, you must apply to Ofcom for Aircraft and Ground Station Radio Licences. As far as possible, Ofcom will maintain existing processes and practices though there will be some changes, which we outline below. All fees will remain the same. Ofcom will:

- publish new Ofcom contact details for Aeronautical Radio Licensing;
- assign you a new Ofcom customer reference number;
- overhaul and update the application forms;
- produce new Ofcom licence and payment documents;
- introduce an online payment facility; and
- provide enhanced information on dedicated aeronautical radio licensing webpages, on the Ofcom website.

What do you need to do now?

You do not need to take any action immediately. The CAA will continue to administer licences until the end of October. If you apply for a new licence or renew your licence the CAA will endeavour to process your application by 31 October 2018. The CAA will transfer any outstanding applications to Ofcom on 1 November 2018, so Ofcom can take over the process from 2 November 2018.

If your licence fee falls due for payment on 31 October 2018

The CAA will issue the standard renewal notices on or around 18 September 2018. We urge you to make payment as soon as possible, to minimise any delays in receiving your licence documents.

If payment is not made to the CAA before 31 October 2018, Ofcom will send out reminders **to pay Ofcom** and, if the fee remains unpaid, any subsequent revocation documents.

If you currently pay for your radio licence(s) by direct debit, the CAA will collect the payment before 31 October 2018, as usual and issue your licence(s).

If your licence fee falls due for payment on 30 November 2018

Ofcom will issue your invoice from November 2018. The invoice will provide details of how to pay Ofcom. **DO NOT** make any payments to the CAA.

If you currently pay for your radio licence(s) by direct debit, Ofcom will not be able to collect this year's payment automatically. This is because mandates are not transferable. You must therefore make this year's payment using one of the methods described in the invoice that Ofcom will issue. You will be able to set up a direct debit mandate for subsequent years.

If you pay the CAA by direct debit

You will need to set up a new direct debit mandate for Ofcom. Ofcom will contact all affected licensees starting with those whose licence fee falls due for payment in December 2018. Ofcom will provide you with the information required and an Ofcom direct debit mandate form.

If you have any questions regarding your licence up to 31 October 2018 please contact the CAA as usual.

After 2 November 2018 please see the Ofcom website for further information and application forms at www.ofcom.org.uk

Yours sincerely

CAA & Ofcom