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Spectrum Management

Client Procedures Circular

# **Guidelines for the Submission of Applications**

**Canada**

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Client Procedures Circulars describe the various procedures or processes to be followed by the public when dealing with Industry Canada. The information contained in these circulars is subject to change without notice. It is therefore suggested that interested persons consult the nearest district office of Industry Canada for additional details. While every reasonable effort has been made to ensure accuracy, no warranty is expressed or implied. As well, these circulars have no status in law. Additional copies of this or other circulars in the series are available from any office of the Department.

Comments and suggestions may be directed to the following address:

Industry Canada  
Radio Regulatory Branch  
300 Slater Street  
Ottawa, Ontario  
K1A 0C8

Attention: DOSP

## Summary

This document provides applicants with guidelines for the submission of radio station licence applications.

Until now, applications for radio station licences have been submitted on the forms prescribed by Industry Canada. While the Department will continue to accept applications in this format, local offices may, upon prior approval, also accept applications in the form of computer printouts, on diskette in the ASCII code, or in the form of data in the ASCII code transmitted via the public switched telephone network. To obtain prior approval, a test run or a sample submission will usually be required by the office that is intended to receive the submission. The application should generally follow the format and headings of the application forms presently used and prescribed by the Department. District and regional offices are equipped to accept 5 1/4 inch diskettes that are formatted to operate with the DOS 3.2 system by the IBM and Microsoft Corporations.

Applicants are encouraged to submit antenna structure clearance forms directly to Transport Canada rather than sending them to Industry Canada. Since these forms must be accompanied by a topographical map, computerized submissions cannot be accepted.

Unless a prior arrangement with Industry Canada has been made, radio station licence applications for coast, land or earth stations must be accompanied by a map showing the station location.

The applicant's signature is required for applications that are submitted in the form of computer printouts. For applications submitted on diskette or via the public switched telephone network, the Department requires a prior written and signed arrangement.

When it is expected that many applications will be submitted, a lump sum prepayment of fees may be required from which licence fees will be deducted as needed.

Licences will not be issued until full payment of all appropriate fees have been received.

## Intent

The intent of this document is to provide applicants with guidelines for the submission of radio station licence applications on departmental forms, computer printouts, diskettes or by data transfer via the public switched telephone network.

## Introduction

Radio station licence applications are normally submitted on forms prescribed by the Department. However, as a result of the proliferation of microcomputers and data communications technology, more and more applicants, especially large corporations and dealers with many clients, are requesting to submit their applications using computerized means.

In view of the efficiencies and advantages that this technology provides to both applicants and the Department, it is appropriate that procedures and formats be implemented to facilitate the efficient transfer of radio licence application data. This document provides preliminary guidelines to ensure that applications submitted to the Department using computerized means are compatible with departmental equipment and operational needs. It also contains information on applications submitted on the prescribed forms.

## Acceptable Formats

### Prescribed Forms

The Department will accept radio station licence applications submitted on prescribed forms. These forms are available from any district or regional office.

The forms should be completed in block letters or typed. The personnel in our district offices will be happy to assist applicants in completing the forms and calculating the licence fees.

### Computer Printout\*

Subject to prior approval from the district or regional office concerned, the Department will accept applications in the form of computer printouts. The text should generally follow the format and headings of the Department's prescribed application forms presently in use for the particular service requested. A sample printout will be required by the office that is intended to receive the submission.

To ensure the clarity of applications, it is recommended that the licensing data provided by the applicant be printed in **bold-faced** letters and the headings in light-faced letters.

### Diskettes\*

Provided that prior approval has been obtained from the district or regional office concerned, applications may be submitted in the form of ASCII code (American Standard Code for Information Interchange) stored on diskettes. The text shall follow the format and headings of the Department's prescribed application forms.

With respect to diskette protocols, district and regional offices are now equipped to accept 5 1/4 inch diskettes that are formatted to operate on the Disc Operating System (DOS), Version 3.2 by the IBM and Microsoft Corporations. A test diskette will be required by the office concerned.

### Data Transfer via the Public Switched Telephone Network\*

Again, subject to prior regional or district office approval, the Department will accept applications in the form of ASCII code transmitted via the public switched telephone network. The text shall follow the format and headings of the Department's prescribed application form.

Most district and regional offices are equipped with 1200/300 baud modems. The local office concerned should be contacted to discuss capabilities and procedures, and to arrange for the data transmission test.

- \* **The software required to produce either computer printouts of forms or computerized submissions is the responsibility of the applicant and will not be supplied by the Department.**

### Numerical Data

To ensure clarity and to speed processing, data fields containing numerical information should **not** contain leading zeros.

**Example:** In the case of a data field that allows 10 characters for the entry of transmitter power.

**Do not use** a zero filled field - 00000030.00 watts.

**USE** a non-zero filled field - 30.00 watts.

Fields where no information is required should be left blank rather than zero filled.

### Antenna Structure Forms Excepted

Since any antenna structure form that is received by Industry Canada is forwarded to Transport Canada for processing, and because it must be accompanied by a topographical map, computerized submission of this form will not be accepted.

### Signature of Applicant

#### Applications on Prescribed Forms

When submitting applications using the Department's prescribed forms, please ensure that each form has been signed and dated by the applicant or the representative who has been given power of attorney on behalf of the applicant.

#### Computer Printout Applications

Even though applications are submitted in the form of a computer printout, they must still be signed. The printout or covering letter should attest the fact that the information provided is complete and correct, and should be signed and dated by the applicant or the representative who has been given power of attorney on behalf of the applicant. The following attestation may be used:

"I certify that the statements made in this (these) application(s) are complete and correct to the best of my knowledge."

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(date)                      (name, printed)                      (signature)

#### Applications Forwarded on Diskettes or via the Public Switched Telephone Network

For applications submitted on diskettes or electronically via the public switched telephone network, the Department requires a prior written arrangement that includes an appropriately signed attestation (as noted in part B above) certifying the information to be provided.

The Department reserves the right to request a signed attestation to verify the authenticity of a particular application and reserves the right to hold processing of that application until a satisfactory attestation is received.

#### Power of Attorney

Radiocommunication Information Circular RIC-2, Issue 2, *Guide for the Submission of a Simplified Application*, contains guidelines for using a power of attorney to allow a service provider to sign and submit simplified applications on behalf of an applicant. For further information, please consult RIC-2, Issue 2.

#### Licence Fees

Licence fees for applications forwarded electronically through the public switched telephone network may be mailed under separate cover. To ensure accurate cross-referencing, include the **name and address** that appears on the application, the **type and purpose** of the application and the **date and time** the data transmission took place.

When it is expected that many applications will be submitted in batches, a lump sum prepayment of fees may be requested from which licence fees will be deducted as required. Procedures and arrangements should be discussed with the district or regional office that is intended to receive the submission. Licences will not be issued until payment of fees is received. For information concerning radio licence fees, please consult Radiocommunication Information Circular RIC-42, *Guide For Calculation of Variable Licence Fees*.

#### Obtaining Departmental Application Forms

Copies of the application forms to be used for submissions or which may be used as a guideline to develop electronically generated forms are available at district and regional offices of Industry Canada. A complete list of district and regional office addresses and telephone numbers is provided in the Radiocommunication Information Circular RIC-66.

## Conclusion

Based on advice from the industry, more comprehensive guidelines will be developed for the submission of applications using computerized means. In this manner, the Department will maintain as much flexibility as possible in accepting applications. It welcomes any suggestions and comments.