



APPLICATION FOR VARIATION OF A SUBSCRIBER TELEVISION LICENCE

Application Guidelines

IMPORTANT POINTS TO NOTE

1. Any licensee wanting to add **more than sixty (60) zones** must apply for a **new licence** and not a variation.
2. An incomplete application will be considered non-responsive and will not be assessed.
3. If applicants intend to use utility poles to distribute signal in additional zones a **letter of intent from the utility companies indicating a willingness to enter into a pole attachment agreement for the additional areas must be submitted with each application.**
4. Along with the information on the application form and in any attachments, **the Commission's assessment will take into consideration any outstanding breaches of licence:** technical, programming, financial, operational, infrastructure use or statutory obligations.
5. Licensees must not **increase** or **decrease** the size of the STV service area until they receive legal approval of the application to add or remove zones. While waiting for the application to be assessed, licensees must continue to provide STV service in all licensed zones and must not build-out and/or provide STV service in additional unlicensed zones. Anything to the contrary will jeopardise the application, be a breach of the existing licence and will form part of the assessment of the licensee's compliance record.

PROCEDURE FOR SUBMISSION OF APPLICATIONS

6. A non-refundable fee of \$50,000 must accompany the application.
7. Each applicant must submit an original and two (2) copies of the application form and supporting documents in individual envelopes with the applicant's name on each, altogether in one package marked "*Application to Vary STV Licence*".
8. Submit information in attachments if there is inadequate space on the form. Attachments must be labelled and any diagrams must include diagram keys.
9. Completed applications will be received by appointment on:
Mondays: 1:00 p.m. – 4:00 p.m.
Tuesdays: 9:00 a.m. – 12 noon
Thursdays: 1:00 p.m. – 4:00 p.m.
10. Applications must be addressed to: **The Chairman, Broadcasting Commission, 9 Central Avenue, Kingston 10.**

ADDITION OF ZONES

11. **Corporate leadership & shareholding** - Where there have been changes in directorship and/ or shareholding the appropriate proof of change forms, from the Companies Office, are to be included with the application.
12. **Distribution capacity** - If the applicant has entered into distribution agreements with third parties, evidence of these agreements are to be included with the application.

13. **Implementation plan** - a detailed plan is to be attached to the application form, including the following information:
 - Date/s for acquisition of materials
 - Bill of material list
 - Dates for installation of service in each zone

14. **Zone layout maps** - these diagrams must include:
 - Zone boundaries
 - Trunk and distribution cable runs within the zone

15. **New head-ends** - The following diagrams must be submitted:
 - Head-end site plan
 - Schematic layout of head-end
 - Schematic block and signal level diagram(s)

16. **Additional equipment** - The information on additional equipment must include detailed description and technical specifications of standby backup power facility for any new head-end.

THE BROADCASTING AND RADIO RE-DIFFUSION ACT

The Television and Sound Broadcasting (Amendment) Regulations, 2007**FORM B3****THE BROADCASTING AND RADIO RE-DIFFUSION ACT****APPLICATION FOR VARIATION OF A SUBSCRIBER
TELEVISION LICENCE***(Made pursuant to Regulation 6A of the Television and Sound Broadcasting Regulations, 1996)***PART I - General**

1. NAME OF LICENSED SUBSCRIBER TELEVISION (STV) PROVIDER:

(Insert name of company)

2. CONTACT PERSON REPRESENTING THE LICENSEE

NAME: _____
(Please write in block capitals)

TITLE: _____

TELEPHONE NO.: _____

MOBILE NO.: _____

E-MAIL: _____

MAILING ADDRESS: _____

3. LICENCE NO: _____
-
- (Provide the number written on the licence to which the application for amendment relates)*

4. DATE OF ISSUE OF THE LICENCE AND DURATION

*(State the day, month and year appearing on the licence
as well as the period for which the licence is valid)*

Date of Application ____/____/____

Applicant's Initials _____

PART 2 – ADDITION OF ZONES**THIS PART APPLIES ONLY TO LICENSEES SEEKING VARIATION
OF THEIR SUBSCRIBER TELEVISION LICENCES BY THE
ADDITION OF ZONES****5. Zone(s) to be added:**

<i>Zone number</i>	<i>Zone name</i>
_____	_____
_____	_____
_____	_____

6. If the application for addition of zones is approved, how soon after approval will service begin in each zone in the additional service area?

<i>Zone Number</i>	<i>Date of Start of Service</i>
_____	_____
_____	_____
_____	_____

7. Are these zones to be served by existing head-end facilities already in operation?

Yes _____
No _____

8. The following information shall be supplied in detail in separate labelled attachments to this application form:

- A. Corporate leadership** - if there has been any change in directors of the company since the licence was first issued or renewed identify all new directors, by name, nationality, and address
- B. Shareholding** - if there has been any change in shareholding of the company since the licence was first issued or renewed. Identify all new shareholders (persons or companies), their Nationalities and the proportion of shares each holds.
- C. Distribution capacity** – details of how the signal is to be distributed in the additional area and all relevant supporting information
- D. Implementation plan** for the provision of service to the proposed additional service area
- E. Zone layout maps** for the proposed additional zones

Date of Application ____/____/____
 DD MM YYYY

Applicant's Initials _____

9. If any additional head-end(s) are to be established provide the following information:
- A. *A diagram showing precise boundaries and a distribution plan for the proposed additional service area indicating the location of the head-end facility and re-transmitting sites*
 - B. *A block and signal level diagram of the entire system to be established in the proposed additional service area*
 - C. *A diagram of the schematic site layout of any head-end facility to be established in the proposed additional service area indicating adjacent buildings, boundaries and rights of way*
 - D. *Additional equipment including that listed below is to be acquired. Identify the type, quantity and manufacturers of the equipment:*
 - (i) Central receiving equipment
 - (ii) Distribution equipment
 - (iii) Subscriber-receiving equipment
 - (iv) Standby power equipment

Date of Application / /
 DD MM YYYY

Applicant's Initials _____

