

Telecommunications

Cap.282B.

TELECOMMUNICATIONS (PRIVATE
TELECOMMUNICATIONS LICENSING)
REGULATIONS, 2003

2003/146.

Authority: These Regulations were made on 14th November, 2003 by the Minister under section 110(1) of the *Telecommunications Act*.

Commencement: 27th November, 2003.

1. These Regulations may be cited as the *Telecommunications (Private Telecommunications Licensing) Regulations, 2003*.

2. (1) The Minister may grant licences in respect of the activities or services specified in section 22 of the Act in accordance with the provisions of Part V of the Act.

(2) A person who is the holder of a licence in respect of a private telecommunications service that is existing at the commencement of these Regulations may

- (a) retain the licence until it expires or is earlier revoked; or
- (b) where a renewal of the licence is required, apply for a renewal in accordance with the Act and Regulations.

3. (1) A person who is required to obtain a

- (a) private telecommunications network licence; or
- (b) private telecommunications service licence

under paragraph (a) or (b) of section 22(1) of the Act shall apply to the Minister for the appropriate licence.

(2) An application for a licence under paragraph (1) shall be in the relevant form set out in the *Schedule* to these Regulations.

Schedule.

2003/78. (3) There shall be paid in respect of each application referred to in paragraph (1), at the time of making the application, the relevant fee set out in the *Telecommunications (Licence Fees) Regulations, 2003*; and that fee shall not be refundable.

2003/98. (4) Where a person referred to in paragraph (1) requires the use of spectrum in respect of the service for which the licence is sought, that person shall at the time of making an application pursuant to paragraph (1) also make an application for a spectrum licence in accordance with the relevant provisions of the *Telecommunications (Spectrum Management and Licensing) Regulations, 2003*.

(5) A person referred to in paragraph (1) shall submit information as regards

- (a) ownership of the proposed operation for which the licence is being sought; and
- (b) any interests held in other operations and services for which licences are required under the Act.

4. (1) Upon receipt of an application referred to in regulation 3, the Minister shall review the application and determine whether

- (a) any further information is required to process the application; or
- (b) the application should be approved or refused,

and notify the applicant accordingly.

(2) Where additional information is required to enable a determination to be made respecting the application, the Minister shall

- (a) request, in writing, the submission of the additional information; and
- (b) specify the time within which the information referred to in paragraph (a) is to be provided.

5. (1) The information contained in an application or submitted in connection with an application for a licence under regulation 3 shall be accurate and complete.

(2) Where before the decision to grant or to refuse a licence referred to in paragraph (1) has been made or communicated to the applicant the information submitted with the application is no longer accurate and complete in all material respects, the applicant shall immediately notify the Minister of that fact and, within 10 business days, amend or request the amendment of the application so as to furnish such additional or corrected information as may be appropriate.

(3) Notwithstanding paragraph (2), the Minister may, where good cause is shown for the delay in the submission of the information required under that paragraph, receive the information within such later period as the Minister stipulates in writing.

(4) Where an applicant fails

(a) to inform the Minister of any inaccuracies or incompleteness of the information; or

(b) to supply the additional or corrected information as requested in paragraph (2),

a licence issued on the basis of the information submitted shall be revoked.

6. (1) Subject to regulation 5, where an application does not comply with the Act or these Regulations, the Minister shall inform the applicant in writing of the non-compliance and notify the applicant that the defect must be corrected within 21 business days from the date of the notice.

(2) Where the applicant referred to in paragraph (1) fails to correct the application within the period specified in that paragraph, the application shall be refused.

(3) The refusal of an application by reason of the non-compliance with this regulation shall not prejudice the submission of a new application.

7. The Minister shall make a final determination with respect to an application made under regulation 3, taking into account all the considerations specified in sections 11(2), 12(1) and 22 of the Act; and, if satisfied, approve the application for the issue of the licence.

8. (1) The applicant shall be notified of the decision of the Minister

- (a) within one month of the date of the receipt of the application by the Minister; or
- (b) in a case involving non-compliance referred to in regulation 6, within 3 months from the date when the defect was corrected.

(2) Notwithstanding paragraph (1), where the Minister, with good reason, requires more time to consider an application, the applicant shall be so informed not later than 30 days from the date the decision was to have been issued, and shall

- (a) be given the reason for the delay; and
 - (b) be provided with a reasonable estimate of the time when the Minister can be expected to give his decision.
- (3) The conditions under which a licence is granted under this Act shall be non-discriminatory.
- (4) For the purposes of paragraph (3), "non-discriminatory" means that
- (a) there shall be similar treatment of all telecommunications providers that are of a similar type of telecommunications network or service; and
 - (b) that no telecommunications provider or class of telecommunications providers shall be favoured over another provider or class of providers.

9. (1) The Minister may renew a licence granted under the Act in accordance with the provisions of sections 11 and 12 of the Act and under these Regulations, on an application to that effect and on the payment of the relevant fee set out in the *Telecommunications (Licence Fees) Regulations, 2003*.^{2003/78.}

(2) An application for the renewal of a licence under paragraph (1) shall be in the relevant form set out in the *Schedule*.^{Schedule.}

(3) A licence shall not be renewed where the applicant

- (a) materially contravened the Act or any regulations made thereunder;
- (b) breached a material term of its licence; or
- (c) defaulted on any licence fee owed to the Government.

(4) Where a licensee is desirous of renewing

- (a) a private telecommunications network licence; or
- (b) a private telecommunications service licence,

the licensee shall apply to the Minister no later than one year prior to the expiry date of the licence or such later date as the Minister determines.

(5) The Minister may on the grant of a renewal of a licence under this regulation vary the terms of the licence where the circumstances require a variation and it is reasonable to do so.

10. (1) Where a modification of a licence pursuant to section 18 of the Act is proposed, the licensee shall submit an application or modification to the Minister in the relevant form.

(2) An application for modification of a licence shall contain statements that

- (a) indicate clearly the parts of the licence to be modified; and

(b) set out comprehensively and accurately relevant facts and technical information respecting the modification.

(3) The Minister may request additional information in respect of an application for modification in order to determine whether to grant the modification requested.

(4) In considering a request by a licensee to modify its licence, the Minister shall take into account

(a) the considerations specified in section 22 of the Act; and

(b) any submission received from the licensee in relation to the proposed modification.

(5) Where the Minister determines that a request for a modification will result in substantial changes to the existing licence, the Minister may require payment of a licence modification fee in accordance with the *Telecommunications (Licence Fees) Regulations, 2003*.

2003/78.

11. The licensee of a private telecommunications network or private telecommunications service shall not

(a) offer the network for resale to any person;

(b) offer the service for sale; or

(c) otherwise dispose of the network or the service to the public, without first obtaining the relevant licence to do so.

12. The annual licence fee referred to in section 13 of the Act shall be paid no later than 30 days following the anniversary of the grant of the licence.

13. An applicant for a private telecommunications licence shall also complete the application forms associated with the specific service to be offered by the applicant.

SCHEDULE

PART A



Telecommunications Act
Cap. 282B

(Regulations 3(2), 9(2))

APPLICATION FOR PRIVATE TELECOMMUNICATIONS

(a) NETWORK LICENCE

(b) SERVICE LICENCE

DETAILS OF APPLICANT

Please indicate whether the licence is for

Network licence New Renewal
Service licence New Renewal

1. Name *(if individual)*: _____

2. Nationality *(if individual)*: _____

3. Address of Applicant *(registered office or principal place of business)*:

4. Mailing Address *(if different from registered office address)*:

SYSTEM AND SERVICE DETAILS

The applicant shall provide the following information:

- (a) Service or Trade Name (if any).
- (b) Description of the telecommunication system to be installed.

DECLARATION OF APPLICANT

To: The Ministry responsible for Telecommunications

*I/We hereby declare that the information and particulars given by
*me/us in this form and in the documents submitted are to the best of
*my/our knowledge true and correct.

*Delete whichever is not required

Signature: _____

Name (*block letters*): _____

Position held: _____

Date: _____

PART B

Telecommunications Act
Cap. 282B

(Regulation 13)

TU023

**APPLICATION FOR PRIVATE TRUNKED
RADIO-COMMUNICATION NETWORK LICENCE**

PART A: APPLICANT INFORMATION

(Please read the Notes provided at the back of this Form before completion)

1. Name *(if individual)*:

2. Nationality *(if individual)*:



3. Address of Applicant *(registered office or principal place of business)*:

4. Mailing Address *(if different from registered office address)*:

5. Applicant is a (n):

Individual

Corporation

Unincorporate Association

Partnership

Please indicate whether this is: a new application
an application to modify an existing licence
an application to renew a licence

CAP. 282B *Telecommunications (Private* L.R.O. 2007 T12
Telecommunications Licensing) Regulations, 2003

6. Telephone No: _____ 7. Facsimile No.: _____

8. "E-mail" address: _____

9. Name of Manager of entity: _____

10. Person in Barbados to be contacted in absence of Manager:

Name: _____

Address: _____

Telephone No.: _____

"E-mail" Address: _____

11. Facsimile No.: _____

12. Mobile No.: _____

Billing Address (if it is different from Mailing Address)	
Pager/Cell Phone Number	
Is Application Submitted with Cheque	<input type="radio"/> Yes <input type="radio"/> No
2. General Information	

System Description

Proposed Use of System

3. Station 1 Information

Station Name (cross-reference with Pages 4 & 5)

Location	
Station Address	
Latitude in Degrees-Minutes-Seconds (N/S) (e.g. 120-45-30 N)	
Longitude in Degrees-Minutes-Seconds (E/W) e.g. 120-45-30 E)	
Site Elevation (metres above mean sea level)	
Building Heights (metres)	
Antenna Structure Height (metres)	
Transportable Radius of Operation (Km)	<input type="radio"/> Yes <input type="radio"/> No

4. Station 2 Information

Station Name (cross-reference with Pages 4 & 5)

Location	
Station Address	
Latitude in Degrees-Minutes-Seconds (N/S) (e.g. 120-45-30 N)	
Longitude in Degrees-Minutes-Seconds (E/W) e.g. 120-45-30 E)	
Site Elevation (metres above mean sea level)	
Building Heights (metres)	
Antenna Structure Height (metres)	
Transportable Radius of Operation (Km)	<input type="radio"/> Yes <input type="radio"/> No

5. Station 3 Information

Station Name (cross-reference with Pages 4 & 5)

Location	
Station Address	
Latitude in Degrees-Minutes-Seconds (N/S) (e.g. 120-45-30 N)	
Longitude in Degrees-Minutes-Seconds (E/W) e.g. 120-45-30 E)	
Site Elevation (metres above mean sea level)	
Building Heights (metres)	
Antenna Structure Height (metres)	
Transportable Radius of Operation (Km)	<input type="radio"/> Yes <input type="radio"/> No

7. Frequency Information

Station Name (cross-reference with Pages 2 & 3)

Usage Period	Start Time	Stop Time
	Transmit	Receive
Desired Frequency Range (MHz)		
Desired Carrier Frequency (MHz)		
Feeder Line Type		
Feeder Line Length (metres)		
Bandwidth (kHz)		
Emission		
Polarization (Linear, Circular, etc.)		
Bit Error Rate (Digital Only)		
Baseband Noise/Power Ratio (dB) (Analogue Only)		
Modulation Scheme e.g. QAM, PSK		
Modulation Type (Digital/Analogue)		
Multiplexing Method e.g. FDMA, TDMA		

8. Link Information

Link To Station (cross-reference to Pages 2 & 3)

Main Link	Station Link	
Aux Link 1	Station Name	
Aux Link 2	Station Name	
Aux Link 3	Station Name	

Link to Geographical Point

Main Link	Latitude in Degrees-Minutes-Seconds (N/S) (e.g. 120-45-30 N)	
	Longitude in Degrees-Minutes-Seconds (E/W) (e.g. 120-45-30 E)	
	Link Location	

9. Radio Equipment Information

Station Name (cross-reference with Pages 2 & 3)

	Transmitter	Receiver
Manufacturer		
Model		
Serial No.		
Frequency Range (MHz)		
Bit Rate (Mb/s) (Digital Only)		
No. of Voice Channels (Analogue Only)		
Transmitter Rated Power (dBm)		
Frequency Stability (Hz)		
Reliability (%)		
Long Term C/I (dB)		
Short Term C/I (dB)		
Minimum Acceptable Rx Signal Level (dbm)		

10. Antenna Information

Manufacturer	
Model	
Antenna Type	
Antenna Diameter (m)	
Frequency Range (MHz)	
Height Above Ground Level (m)	
Gain (dB)	
3dB beamwidth (degrees)	
Connector Branching Loss (dB)	
Elevation Angle (degrees)	

Antenna Displacement from Station Location

North Latitude	
Displacement (m)	
East Longitude	
Displacement (m)	

11. Filter Information

Manufacturer

Model

RF Filter Type
(bandpass/reject)

Total Loss (dB)

12. Technical Documents to be submitted

Antenna Radiation Diagram (co-polar & cross-polar)

Transmitter Spectrum Mask or Diagram

Receiver Filter Mask or Diagram

We declare that all the information in this application form is true and correct. We understand that approval from the Ministry responsible for Telecommunications in Barbados for this application is based on information as declared in this application. We further acknowledge that, should any of the information declared herein be found to be untrue, inaccurate or incorrect, any licence granted by the Ministry will be rendered null and void. The Ministry reserves its right to impose penal sanctions against us under any applicable laws and regulations in force, and this is without prejudice to any civil remedies that the Ministry has against us if any of the information declared in the application be found to be untrue.

Name/Signature

Date/Company Stamp

IMPORTANT INFORMATION

1. Payment of licence fees may be made by cash or cheque.
2. Where supporting documents are required, applicant is required to send documents by mail to the

Telecommunications Unit
Ministry responsible for Telecommunications
"The Business Centre"
Upton
St. Michael
Tel. No.: 430-2200 Fax: 426-0960

11. Station Information	
Station Name	
Date of Bringing into Use DD/MM/YYYY	
Location	
Address	
Nature of Service	
G/T (db/K)	
Data Interface	
Encryption/Scrambling Standard	
Modulation Scheme	
Modulation Type	<input type="checkbox"/> Digital <input type="checkbox"/> Analogue

12. Associated Space Station

Nominal Orbital (for Geo-Stationary only) Longitude in Degrees- Hours-Minutes (E/W) (e.g. 120-45-30 W)	
--	--

Name of Satellite Operator	
Associated Satellite Receiving Beam Designation	
Associated Satellite Transmitting Beam Designation	

13. Frequency Information

Usage Period	Start Time	
	Stop Time	
	Transmit	Receive
Desired Frequency (MHz)	From	From
	To	To
Assigned Frequencies (MHz)	a.	a.
	b.	b.
	c.	c.
Corresponding Bandwidth of Assigned Frequency (KHz)	a.	a.
	b.	b.
	c.	c.
Feeder Line Type		
Feeder Line Length (metres)		

T27 L.R.O. 2007 *Telecommunications (Private Telecommunications Licensing) Regulations, 2003* **CAP. 282B**

Feeder Line Loss (dB)	
Emission	
Total Peak Power (+/- dBW)	
Maximum Spectral Power Density (+/- dBW/Hz)	
Polarization (Linear, Circular, etc.)	
(Digital Only) Baseband Symbols Rate (Kb/s)	
(Digital Only) Baseband Bit-Error Rate (IOE-35) MB/s	
(Analogue Only) Number of Voice Channels	
(Analogue Only) Baseband Noise/Power	
(Analogue Only) Baseband Frequency Range	
If Frequency	

14. Radio Equipment Information

Station Name

	Transmit	Receive
Manufacturer		
Trade Name		
Model		
Serial No.		
Frequency Range (MHz)		
Maximum Frequency		
Separation	If 3 dB Bandwidth (kHz)	If 3 dB Bandwidth (kHz)
	Necessary Bandwidth	Necessary Bandwidth
	Transmitter Rate Power (watts)	Minimum Acceptable Rx Signed Level (dBW)
Frequency Stability		
Spurious Emissions		

15. Antenna Information

Antenna Diameter (m)		
Manufacturer		
Model		
Antenna		
	Transmit	Receive
Frequency Range (MHz)		
Midband Gain (dB)		
3dB Beamwidth (°)		
	Elevation	Azimuth
Adjust Range (°)		
Operating Angle		
	Operational	Survival
Wind Loading (Km/hour)		
Radiation Pattern		

17. Identify Reference of the following Functional Units Installed

	Transmit	Receive
	Upconverter	Downconverter
	Modulator	Demodulator
Monitor & Control		
(Analogue Only) Baseband (Audio/Video)		
(Digital Only) Data Interface		
Power Supply		
Others (to be specified)		

18. Technical Document (One set is to be submitted)

19. Technical Data & Specification of the following Functional Units (title to be specified)

a. Transmitter	
b. Receiver	
c. RF Filter	
d. Antenna	
e. Baseband (Audio/Video) Data Interface	

CAP. 282B *Telecommunications (Private* L.R.O. 2007 T32
Telecommunications Licensing) Regulations, 2003

We declare that we have not commenced provision or operation of any of the telecommunication stations applied for in this application and all the information in this application is true and correct. We understand that approval from the Ministry responsible for Telecommunications in Barbados for this application is based on information as declared in this application. We further acknowledge that, should any of the information declared herein be found to be untrue, inaccurate or incorrect, any licence granted by the Ministry will be rendered null and void. The Ministry reserves its right to impose penal sanctions against us under any applicable laws and regulations in force, and this is without prejudice to any civil remedies that the Ministry has against us if any of the information declared in the application be found to be untrue, inaccurate or incorrect.

Signature

Company Stamp

Name

Date

Telecommunications Unit
Ministry responsible for Telecommunications
"The Business Centre"
Upton
St. Michael
Tel. No.: 430-2200 Fax: 426-0960

IMPORTANT INFORMATION

1. This form is for the application and/or renewal of the licence for the installation and operation of Private VSAT (Very Small Aperture Terminal) networks.
2. For renewal, applicants are required to update changes in their particulars and their operational and business details.
3. All sections in this application form **MUST** be completed, unless otherwise indicated.
4. Approval of the application will be at the sole discretion of the Ministry responsible for Telecommunications in Barbados.
5. The application must be made by authorised personnel only. The application must be accompanied by the necessary supporting documents, including the necessary approvals from the relevant authorities obtained prior to submitting this application. These authorities may include, but are not limited to the Town Planning Office.
6. The Ministry reserves the right to suspend or cancel the application if it is found that the information provided in this application is false, inaccurate or incomplete.
7. Consideration for approval of this application will be based on information declared in this application. The applicant is required to notify the Ministry in writing of any changes in the information registered with the Ministry.

IMPORTANT INFORMATION

1. Guidelines in respect of the application are attached to this form.
2. All blanks in this application form **MUST** be completed. Please read the "Guidelines and instructions" before completing the application form.
3. An applicant shall obtain such permits, licences or other authorisations from other public offices or authorities as may be necessary for or in connection with the lawful installation or working of the Earth Station.
4. An applicant shall also attach or mail a certified true copy of the Registration Certificates from the Corporate Affairs and Intellectual Property Office (CAIPO) in Barbados.
5. Annual fees are as indicated in the *Telecommunications (Licence Fees) Regulations, 2003*.
6. Payment of licence fees can be made by cheque.
7. Where supporting documents are required, applicant is required to send the documents by mail to the above address.
8. Transmit (uplink) using VSAT's is only allowed after the start of Phase 3 of the Transition programme.

**APPLICATION GUIDELINES FOR
PRIVATE VSAT LICENCE**

Introduction

A Private VSAT Licence may be granted to enable the licensee to receive or transmit messages by means of VSAT communication between a group of affiliated persons.

Requirements

1. A Licensee must seek the approval of the Ministry responsible for Telecommunications for access to any space segment and shall comply with the relevant rules, regulations and procedures imposed by the satellite operator for station access, booking and fees.
2. A Licensee may only use or work within the radio frequencies or radio frequency bands approved by the Ministry for the use of the licensee.
3. A Licensee must use any satellite communication equipment in respect of which a VSAT Communication Station Licence has been issued to provide telecommunication services to the public.

For terms and conditions of the Licence, please see below.

Application Procedures

Applicant should use the prescribed form "Application for a Private VSAT Communication Station Licence" and submit it to the Ministry by mail for processing.

The relevant fees payable as licence fees, frequency fees or application fees are those set out in the *Telecommunications (Licence Fees) Regulations, 2003*.

Equipment

All radio equipment used must be individually approved by the Ministry.

Contact Person

Chief Telecommunications Officer
Tel.: 246-430-2200 Fax: 426-0960
E-mail: Chelston_Bourne@barbadosbusines.gov.bb

Equipment Dealer Information

11. Equipment Purchased from

12. Date of Purchase

13. Contact Name

14. Dealer's Licence No.

15. Telephone No.

16. Facsimile No.

17. Dealer's Address

Station Information

18. Location

19. Address

DECLARATION OF APPLICANT

To: The Ministry responsible for Telecommunications

*I/We hereby declare that the information and particulars given by *me/us in this form and in the documents submitted are to the best of *my/our knowledge true and correct.

*Delete whichever is not required

Signature: _____

Name (*block letters*): _____

Position held: _____

Date: _____

PART E

Telecommunications Act
Cap. 282 B

**APPLICATION FOR PRIVATE TWO WAY
RADIO NETWORK LICENCE**

(Regulation 13)

TU021

Is this application for

- Family Radio Service
General Mobile Radio Service

PART A: APPLICANT INFORMATION



1. Name (if individual):

2. Nationality (if individual):

3. Address of Applicant (registered office or principal place of business):

4. Mailing Address (if different from registered office address):

5. Telephone No.: 6. Facsimile No.:

7. Mobile No.: 8. "E-mail" address:

9. Is Application submitted with cheque Yes No

Equipment Dealer Information

10. Equipment Purchased from

11. Date of Purchase

12. Contact Name

13. Dealer's Licence No.

14. Telephone No.

15. Facsimile No.

16. Dealer's Address

Station Information

17. Location

18. Purpose of Communication

19. Address

DECLARATION OF APPLICANT

To: The Ministry responsible for Telecommunications

*I/We hereby declare that the information and particulars given by *me/us in this form and in the documents submitted are to the best of *my/our knowledge true and correct.

*Delete whichever is not required

Signature: _____

Name (*block letters*): _____

Position held: _____

Date: _____

PART F

Telecommunications Act
Cap. 282 B

(Regulations 3(1)(b), 13)

APPLICATION FOR PRIVATE SERVICE
PROVIDER LICENCE

Is this application for

- Local Area
Wide Area

PART A: APPLICANT INFORMATION

-
1. Name (if individual): _____
2. Nationality (if individual): _____
3. Address of Applicant (registered office or principal place of business): _____
4. Mailing Address (if different from registered office address): _____
-
5. Telephone No.: _____ 6. Facsimile No.: _____
-
7. Mobile No.: _____ 8. E-mail: _____
-
9. Is Application submitted with cheque Yes No
-



DECLARATION OF APPLICANT

To: The Ministry responsible for Telecommunications

*I/We hereby declare that the information and particulars given by *me/us in this form and in the documents submitted are to the best of *my/our knowledge true and correct.

*Delete whichever is not required

Signature: _____

Name (*block letters*): _____

Position held: _____

Date: _____