

**GUIDELINES FOR APPLICATION FOR
BROADCAST RELAY STATION LICENCE**

The following guidelines for application for Broadcast Relay Station (BRS) Licence are issued pursuant to Section 6(D)(2)(a) of the Telecommunications Ordinance (Cap. 106) (the Ordinance).

In accordance with the Ordinance, a person is required to obtain a telecommunications licence to establish or maintain a means of telecommunications. The person who wants to establish and maintain a telecommunications system to relay the terrestrial sound or television programmes by wires to serve any area within the territory of Hong Kong is required to apply for a BRS Licence.

INFORMATION REQUIRED FROM APPLICANT

The applicant should provide the following information and documents:

- (1) Copies of Business Registration Certificate, the latest Certified Extracts of Information on the Business Register issued by the Business Registration Office (if applicable) and Certificate of Incorporation (if applicable).
- (2) For application in the name of an organisation legally registered in Hong Kong, please provide copies of the registration document, Business Registration Certificate (if applicable) and proof of address.
- (3) For application in the name of an individual, please provide copies of the personal identification document and proof of address.
- (4) The purpose of establishing the proposed BRS.
- (5) The responsible person of the proposed BRS.
- (6) The technical details about the proposed BRS including:
 - (i) a schematic diagram showing the system configuration and the technology to be employed;
 - (ii) a complete list of equipment to be used; and
 - (iii) a map showing:
 - (a) the cable routing of the proposed distribution network;
 - (b) the locations of the reception units and repeaters; and
 - (c) the service area to be covered by the system.

- (7) A list of broadcasting programmes to be relayed.
- (8) Target commissioning date of the proposed BRS.

PERIOD OF VALIDITY OF LICENCE

The licence shall be valid until the first day, in the year next following the year in which it was issued, of the month next following the month in which it was issued and, subject to the discretion of the Communications Authority (CA), may be renewed for a period of one year at a time.

LICENCE FEE

A fee of \$360 for every 100 outlet points, or part thereof, shall be payable on the issue or renewal of the licence.

CONDITIONS FOR THE LICENCE

There are a number of conditions applicable to the BRS Licence. The principal ones are highlighted as follows:

- (1) The BRS Licence is issued to allow the licensee to relay by wires the sound or television programmes broadcast by the authorised broadcasting stations specified in the licence.
- (2) The system should not cause undue interference with any other means of telecommunications.
- (3) The licensee should provide every subscriber a full and contemporaneous relay of all the sound and television programmes broadcast by the authorized broadcasting stations. The licensee shall not originate any material or message which is distributed to subscribers to the system.
- (4) No wire forming part of the BRS system should cross any street or unleased Government land without the written consent of the CA.

LICENCE APPLICATION

Applications shall be submitted to the Office of the Communications Authority together with a duly completed application form and the required documents using any of the methods as stated in the application form. The application form can be downloaded from the CA's website at <http://www.coms-auth.hk>.

ENQUIRIES

Any person who has enquiries relating to licensing matters may

- (1) call us on 8102 4100;
- (2) fax to 3460 1699;
- (3) mail to In-building Subsection, OFCA, 29/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
- (4) email to in-bldg@ofca.gov.hk.