



Utility Regulation & Competition Office ('OfReg')

# Guidance Notes for Applicants for a Land Mobile Radio Licence

October 2024



## Table of Contents

<b>1.</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2.</b>	<b>WHAT THE LICENCE COVERS</b>	<b>3</b>
<b>3.</b>	<b>RADIO EQUIPMENT CONFORMANCE REQUIREMENTS</b>	<b>4</b>
<b>4.</b>	<b>ASSIGNMENT OF RADIO FREQUENCY CHANNELS</b>	<b>5</b>
<b>5.</b>	<b>IMPORTATION OF RADIO EQUIPMENT</b>	<b>6</b>
<b>6.</b>	<b>PAYMENT OF LICENCE FEES</b>	<b>7</b>
<b>7.</b>	<b>OTHER LICENSING INFORMATION</b>	<b>7</b>
<b>8.</b>	<b>COMPLETING THE APPLICATION FORM</b>	<b>7</b>
<b>9.</b>	<b>ENQUIRIES</b>	<b>9</b>
<b>A.</b>	<b>CHANGE LOG</b>	<b>10</b>

# Land Mobile Radio Licence Guidance Notes

## 1. Introduction

- 1.1 These guidance notes are designed to help those applying for a Land Mobile Radio Licence (OfReg Type P) and the associated radio frequency channel licence (OfReg Type S). The following notes cover the types of equipment that are licensable, specific requirements that the equipment must meet, the assignment of radio frequency channels and other licensing information that applicants need to be aware of. It also provides a guide on how to complete the application form.
- 1.2 The radio spectrum is a valuable national resource and the Utility Regulation and Competition Office ('OfReg' or 'the Office') has been entrusted by the Government of the Cayman Islands to manage this resource on its behalf. OfReg is responsible for issuing licenses for all use of radio equipment in the Cayman Islands. Licensing is essential to ensure that those who use radio equipment can do so without causing or suffering from harmful interference which could disrupt or obstruct communication, including business critical, emergency or safety-related services (such as the emergency services, port or airport).
- 1.3 The regulations governing the use of radio services are detailed in the Radio Regulations set by the International Telecommunication Union (ITU), the Information and Communications Technology Act (the 'ICT Act') and the Utility Regulation And Competition Act (the 'URC Act') as amended.
- 1.4 It is an offence to install or operate any radio equipment (other than that defined in the section 23(2) notice<sup>1</sup> published by OfReg) without a licence. Pursuant to Section 82 of the ICT Act anyone found using radio equipment without a licence may be subject to a significant fine and confiscation of their equipment.

## 2. What the licence covers

- 2.1 A Land Mobile Radio Licence is legally required to use the following types of radio equipment:
  - a. Hand-held ('walkie talkie') radios (with the exception of Family Radio and PMR 446 – see below)
  - b. Wireless headsets with push-to-talk functionality (often used in restaurants)
  - c. Vehicle mounted radios
  - d. Base-stations and repeaters
  - e. Certain other services can also be licensed as a Land Mobile Radio (such as paging, vehicle tracking, and telemetry).
- 2.2 'Family Radio' and 'PMR446' hand-held radios do not require a licence. These types of radios can be distinguished by the fact that the antenna on the radios is not removable, and they often have an integrated battery (or are powered by off-the-shelf batteries such as AA cells). They are also generally smaller than professional radios and rarely have channel selectors (relying on buttons to change channels instead).

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<sup>1</sup> A link to the section 23(2) notice can be found on the OfReg web-site here: <https://ofreg.ky/forms-and-fees>



*Example of a radio with an integrated antenna. This may not require a licence. Please check with OfReg.*



*Example of a radio with a removable antenna. This requires a licence.*

- 2.3 If the antenna on a hand-held radio is removable then it will require a licence. If the antenna is integral and cannot be removed, this is no guarantee that the radio does not require a licence. Only equipment which conforms with either ETSI EN 303 405 or FCC Part 95 Subpart B is exempt from licensing. If you are uncertain whether your radios require a licence, please contact OfReg who can check your equipment and confirm whether a licence is required.
- 2.4 The use of licence-exempt Family Radio or PMR446 is discouraged for businesses which have any safety, privacy, reliability or security considerations. These radios are designed for family or non-professional use and will not afford secure communication free from eavesdropping or interference.
- 2.5 Land Mobile Radio Licences are valid for a period of one year unless surrendered by the licensee or suspended or revoked by the Office. Once a licence has been issued, it is prudent to set a reminder a month prior to the renewal date to ensure that renewals are processed in good time.
- 2.6 Equipment is authorised for operation only on the frequencies identified in the licence (note that in the case that the radios are being used on a network belonging to an existing licensee, they must only be operated on frequencies belonging to that licensee<sup>2</sup>). For the equipment to be authorised for use it must perform in accordance with relevant technical parameters specified in Section 3 below.

### 3. Radio equipment conformance requirements

- 3.1 Radio equipment must conform to international standards. Specifically the following standards are acceptable:
  - a. Equipment that meets the requirements of the Radio Equipment Directive (RED), which been type approved for use in Europe and which bears the CE mark.



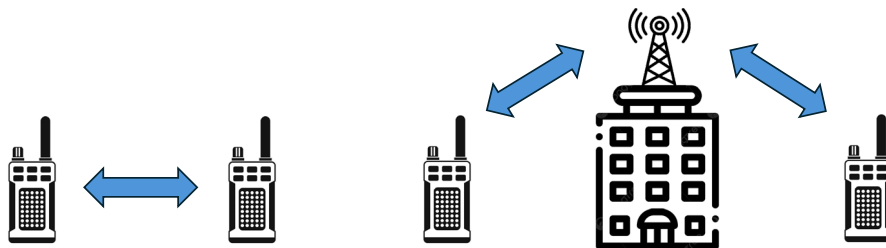
<sup>2</sup> See section 5.4

- b. Equipment that meets the requirements of Part 90 of the Code of Federal Regulations of the United States, has been type approved for use by the Federal Communications Commission (FCC) and which bears the FCC mark.



## 4. Assignment of radio frequency channels

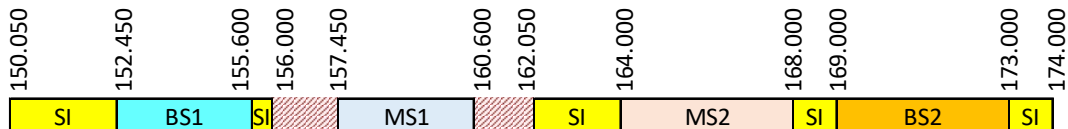
- 4.1 OfReg assigns each radio user an individual one (or more) exclusive radio frequency channel(s). It is important that users have an exclusive channel as this prevents two users trying to communicate on the same frequency which can degrade or block both parties' ability to use their radios (this is known as interference). Users must only employ channels that have been assigned to them by OfReg.
- 4.2 It is important to note that due to various privacy measures employed by modern radios, if you cannot hear anyone else on a channel, this does not mean that the channel is empty.
- 4.3 Usage of Land Mobile radios falls into two main categories and OfReg will assign radio frequency channels to meet the specific needs of these different uses.



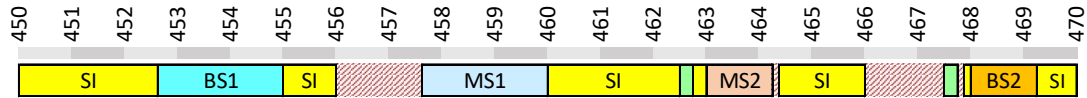
*Device-to-device (simplex) communication. Simplex communication requires a single frequency channel.*

*Communication using a base-station or repeater extends the range of coverage. Depending on the technology in use this often requires a pair of interrelated frequency channels.*

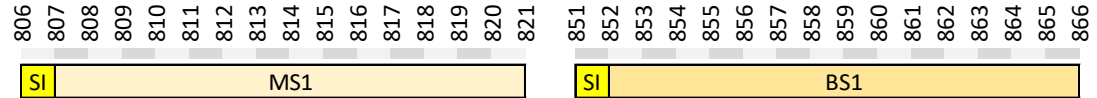
- 4.4 Frequencies will be normally only be assigned from the following ranges:
  - a. VHF: 150.050 to 156.000 MHz, 157.450 to 160.600 MHz and 162.050 to 174.000 MHz
  - b. UHF: 450.000 to 470.000 MHz
  - c. SMR: 806.000 to 821.000 and 851.000 to 866.000 MHz
- 4.5 Not all frequencies from within these ranges are available: some may already be in use or may be reserved for specific purposes (such as for communication to or on-board ships); some may be restricted in use to protect emergency or safety-related services.
- 4.6 OfReg has planned the use of these frequency ranges so as to maximise the available channels and minimise interference between users. This means that certain uses and technologies will be assigned frequency channels from a particular pre-determined sub-set of those available.
- 4.7 Within the VHF frequency range, the following band-plan applies. Note that the standard frequency split between base-station / repeater transmit and receive channels applied by OfReg is 5 MHz, however a 10 MHz split (or other arrangements) can be accommodated on request. (All numbers are in MHz).



- 4.8 Within the UHF frequency range, the following band-plan applies. Note that the standard frequency split between base-station / repeater transmit and receive channels applied by OfReg is 5 MHz, however a 10 MHz split can be accommodated on request.



- 4.9 Within the SMR frequency range, the following band plan applies. The standard frequency split between base-station / repeater transmit and receive channels applied by OfReg is 45 MHz. In this frequency range, simplex assignments will be made on request.



Key: SI Simplex Not Available Family Radio MS Mobile Station Transmit BS Base Station Transmit

- 4.10 Where an applicant wishes to specify a particular frequency or frequencies in their application for example because their radio equipment has a restricted number of channels or due to historic usage, OfReg will make every effort to accommodate such requests. Should the requested frequency already be in use, such accommodations may not always be possible.

## 5. Importation of radio equipment

- 5.1 To bring Land Mobile Radio equipment into the country (including base-stations and repeaters), it is prudent to apply to OfReg for the appropriate licence. This licence can then be used as authorisation with Customs and Border Control (CBC) to ease importation of the equipment.
- 5.2 For those bringing radio equipment into the country for resale or rental, it is necessary to obtain a Radio Dealer Licence (OfReg Type U). This permits the holder to import radio equipment for subsequent resale or rental without needing to apply for a Land Mobile Radio licence.
- 5.3 Note that it is permitted to resell or rent radios only to those who can demonstrate that they have the necessary Land Mobile Radio licence from OfReg to use those radios, or where the holder of the Radio Dealer licence has the requisite Land Mobile Radio licence to cover the operation of the radios being sold or rented.
- 5.4 If you are importing radio equipment for personal or business use, it is advisable to apply for a Land Mobile Radio license in advance. When purchasing new equipment, you should inform the supplier of the radio frequency channels on which the equipment will operate, allowing them to pre-program the radios for immediate use upon arrival in the Cayman Islands. There are limited local organizations with the ability to re-program radios, so failure to pre-program may cause delays in using the equipment.
- 5.5 It is extremely unlikely that radios imported into the country without prior communication with OfReg and which are programmed only with their 'factory default' channels can be licensed because:
  - a. OfReg assigns frequencies on a first-come first-served basis and most factory default channels have already been assigned to existing users who imported equipment without obtaining an exclusive frequency in advance, or
  - b. Many of the factory default channels are on frequencies which are not licensable for use for Land Mobile services in the Cayman Islands.

## 6. Payment of licence fees

- 6.1 A Land Mobile Radio Licence is valid for a period of one year and the price is made up of two elements:
  - a. a fee of KYD 20.00 per radio per year; and
  - b. a fee of KYD 75.00 per radio frequency channel per year.
- 6.2 If a licence is allowed to lapse a fresh application will be required and may be backdated (with back fees being due) such that the license period remains continuous. If a licence is left expired for more than 2 years, the re-assignment of previously used frequencies to new users may have taken place. It is therefore not guaranteed that historic frequency assignments from long expired licences will still be available.
- 6.3 Refunds will only be made where there has been an overpayment, duplicate payment or when a licence application has been unsuccessful. Fees may vary from time-to-time and are set by OfReg on a cost-recovery basis.
- 6.4 All payments must be in either Cayman Islands (KYD) or the US dollar equivalent, and should be made in one of the following ways:
  - a. Cash, if hand delivered to OfReg's offices;
  - b. A cheque drawn on a Cayman Islands' bank. Cheques should be made payable to 'OfReg';
  - c. EFT (local);
  - d. Wire transfer to OfReg (please enquire for account details and note that there is an additional US\$8 fee for wire transfers); or
  - e. Credit Card via the Office's payment system (MasterCard or Visa only, neither American Express nor Diners' Card are accepted).

## 7. Other licensing information

### **Use of a Third Party Radio network**

- 7.1 Some organisations hold ICT licenses with OfReg which permits them to provide Land Mobile Radio network services. Users can rent radios from these providers or purchase them, either independently or through the service provider. When radios are rented, the service provider covers the licensing and no license is necessary for the end-user. However, if radios are purchased by the end-user, the responsibility for licensing lies with the end-user.

### **Company applications**

- 7.2 While the Office accepts applications with a company as the licensee, a designated contact person must also be specified. This person will serve as the primary point of contact with the Office.

## 8. Completing the Application Form

- 8.1 Any application form that is not fully completed or contains errors may be returned to you in order to remedy the missing details. If you are uncertain about the information required, please contact the Office by telephone on +1 (345) 946-4282, or by email at [licensing@ofreg.ky](mailto:licensing@ofreg.ky).

## Section 1 – Radio Owner’s Details

- Q1 and 2 The required responses to Questions 1 and 2 are self-explanatory.
- Q3 Enter the number of radios that will be licensed (this should match the details you provide in the schedule).
- Q4 Enter the number of radio frequency channels to be licensed (this should match the details you provide in the schedule).
- Q5 to 7 The required responses to Questions 5 to 7 are self-explanatory.
- Q8 If the radio equipment is to be used at a location which is not the licensee address provided in response to Question 2, provide the address at which the equipment will be used in response to this question otherwise write ‘N/A’.

## Section 2 - Declaration

Read and complete the Declaration at Section 2. It is an offence per the URC Act to give false or misleading information in a licence application, or to make a false declaration.

## Schedule to Land Mobile Radio Licence

The schedule to the Land Mobile Radio application will become part of your licence. This should accurately reflect the following:

### Frequency Channels to be Licensed

In the case that the radios being licensed are being operated on a network provided by a licensed ICT service provider, the frequency channels will be covered in the provider’s licence and this section does not need to be complete.

**Transmit Frequency:** For simplex (handset-to-handset) use, enter the radio frequency channel(s) that will be used. If you are using a base-station or repeater, this should be the frequency or frequencies on which the base-station transmits. If you have not already had a frequency assigned, leave this blank and OfReg will assign one for you.

**Receive Frequency:** If you have a base-station or repeater, enter the frequency on which the base-station receives. If you have not already had a frequency assigned, leave this blank and OfReg will assign one for you. If you are not using a base-station or repeater please write ‘N/A’.

**Channel Bandwidth:** This is the amount of radio frequency spectrum used by your radios. For most Land Mobile applications, this will be either 6.25 kHz, 12.5 kHz or 25 kHz and will be determined by the equipment and technology you are using.

**Technology in Use:** A number of different Land Mobile Radio technologies exist. These are either Analog (either AM or FM) or Digital (digital technologies include DMR<sup>3</sup>, dPMR, NXDN, TETRA and P25). Please enter the specific technology that you are using, not just ‘analog’ or ‘digital’.

### Radios to be Licensed

**Manufacturer:** Enter the name of the manufacturer of the radio(s) you are licensing.

**Model Number:** Enter the model number of the radio(s) you are licensing.

**Serial Number:** Enter the serial number of the radio(s) you are licensing. OfReg keeps a record of the serial numbers of all licensed Land Mobile radios. This assists with inspections and auditing, and allows the return of any handsets which are lost and returned to OfReg.

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<sup>3</sup> Also known as MotoTRBO





**Radio Frequency Range:** Enter the range of frequencies over which the radio can operate. This information will usually be found in the manufacturer's specifications. This information is particularly important when applying for a licence for a new frequency channel as it enables OfReg to determine which frequency range the licensed radio frequency channel should be selected from.

Use additional sheets for additional radio frequency channels and radios if the number you are licensing do not fit on the first page.

## 9. Enquiries

9.1 Enquiries about your application should be made to:

**OfReg**

Po Box 10189  
3rd Floor, Monaco Towers II  
11 Dr Roy's Drive  
George Town  
Grand Cayman KY1-1002  
Cayman Islands

Tel: 1-(345) 946-4282  
Fax: 1-(345) 945-8284

**Email:**

General Enquiries: [info@ofreg.ky](mailto:info@ofreg.ky)  
All Radio Licensing Matters: [licensing@ofreg.ky](mailto:licensing@ofreg.ky)  
All Frequency Matters: [spectrum@ofreg.ky](mailto:spectrum@ofreg.ky)

Please **only** use the email addresses above. Addressing email to individual members of staff could result in significant processing delays.

Web Site: [www.ofreg.ky](http://www.ofreg.ky)

**A. Change Log**

<b>Date</b>	<b>Nature of Changes</b>
17 Oct 2024	First published