



COMMUNICATIONS COMMISSION OF KENYA

FREQUENCY SPECTRUM MANAGEMENT

FREQUENCY LICENSING PROCEDURES

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1. INTRODUCTION

The Frequency Spectrum Management (FSM) department of the Communications Commission of Kenya undertakes planning, assignment, licensing, monitoring and coordination of the Kenya's radio frequency resource and geostationary satellite orbits.

In a bid to ensure efficiency in the above-mentioned roles, it is of necessity that all the procedures and requirements associated with various frequency licence issuance be documented.

This document is intended to be a working document and is subject to being reviewed on an annual basis in order to ensure that the information is updated and is inline with technological changes in the Telecommunication Sector.

2. LOW POWER WIRELESS SYSTEM IN THE 446MHz (FAMILY RADIOS)

The operation of low power wireless systems should be done according to the following specified frequency band and power.

Frequency Band (MHz)	Maximun Effective Radiated Power (ERP)
446.00625-446.09375	500mW

As a minimum, the systems shall use an integral antenna and a channel plan based on 12.5 kHz spacing in order to maximize sharing and minimize interferences. These systems provide a new concept for short range communications and are expected to provide more choice to the public for access to communications services, and reduce the demand in the already extensively used VHF band for private networks.

Under this authorization, all users shall operate in the same spectrum segment on a shared basis and are subject to the same conditions. This authorization does not have to be applied for individually, and attracts no fee.

The systems shall operate on non-protected shared basis, and shall not cause interferences to other radio communications services and shall accept interference from other radio communications systems.

The authorized Effective Radiated Power (ERP) is expected to self-limit the coverage of such systems, and where necessary, CCK will review the ERP to ensure that the systems operate as expected. The target applications are short-range communications within closed-user groups such as within construction sites, hotels, estates, farms, residences, holiday resorts and family picnics.

In order to maintain standards, the Commission shall type approve the equipment to be utilized for the systems against minimum technical characteristics. The users and vendors shall be required to ensure that the equipment intended for the Kenyan market complies with these guidelines. These guidelines are subject to review by CCK from time to time

3. PROCEDURES & REQUIREMENT FOR ISSUANCE OF CITIZEN BAND RADIO LICENCE

This is a licence to operate a low power mobile or portable radio transceiver operating in the frequency band 26.965-27.405 MHz. The power output of radio equipment used for this service is limited to 1 to 5 watts. This service is popular for on-site communications such as in constructions sites, quarries, Supermarkets etc.

The procedure for obtaining this licence is as follows:

- The applicant is requested to present the CB set for type-approval exercise of the radio equipment to the Standards & Type Approval unit of the Commission and remit a type-approval fee of KShs. 500/=.
- Once the equipment successfully passed the above exercise, the applicant is required to pay a one-time fee of KShs. 2,000.00

The applicant will then receive licence within 12 hours of application.

4. PROCEDURES & REQUIREMENT FOR ISSUANCE OF AMATEUR RADIO LICENCE

Amateur Radio is a non-commercial service used by Radio Amateurs for the purpose of recreation, self-training, and technical investigations. Amateur radio use is also beneficial for disaster management especially when the public communication infrastructure has been affected by the disaster. Usually amateur enthusiasts form associations and members communicate among themselves or just listen to broadcasts on amateur frequencies. In Kenya, most amateur licensees are members of the Amateur Radio Association of Kenya (ARSK)

The requirements/procedure for applying for a licence to operate an amateur radio service is as follows:

- The applicant files an application with the Commission by completing the prescribed application form (RF2), providing proof of identity, nationality and competence to operate amateur radio, such as an operator licence. A non-refundable application fee of KShs.1,000 and KShs. 2,000.00 for full amateurs or KShs. 200 for novice amateurs must be remitted with the application.
- If the applicant is a Kenyan, documentary proof of technical qualifications commensurate with operation of Amateur radio must be submitted. The Commission having received a duly completed Application form will process the licence on a walk-in-walk-out basis
- For visiting Amateur operators, the Commission having received a duly completed application form will liaise with the relevant licensing bodies for the applicant's domicile. As soon as the said body satisfies the Commission, the licence will be issued.

An Amateur radio licence with a valid certificate for a maximum period of one year is then issued. The certificate is subject to renewal upon expiry, and the issued licence contains the conditions of the licence.

5. PROCEDURES & REQUIREMENT FOR ISSUANCE OF AIRCRAFT RADIO STATION LICENCES

This is a licence for radio equipment mounted aboard an aircraft. The licence is for equipment, which forms the mandatory International Civil Aviation Organization (ICAO) communication requirements.

The procedure for aircraft station licence is as follow:

- Once an Aircraft Application for aircraft radio licence are filed with the Kenya Civil Aviation Authority (KCAA)
- KCAA acts on behalf of the Commission inspects the radio installations aboard the aircraft
- On the completion of the inspection and upon satisfactory findings, KCAA forwards a report to the Commission containing details of the findings and advises the applicant to liaise with the Commission for its radio licence.
- At CCK, the applicant is required to complete application form RF 14A attached the requisite Identification of the Aircraft operators and attached the KCAA inspection reports and proof of Airworthiness of the plane.
- CCK process the application and if satisfied, communicates to the applicant advising on the frequency licence fee as per the existing frequency schedule
- A frequency licence is then issued once the frequency fee is submitted
- The licence issued is valid for a maximum period of one year and should be renewed once it expires. Included in the licence are conditions of the licence

The frequency fee is charged as per the Kenya Communications Regulation, 2001 attached as Annex 1 of this document

6. PROCEDURES & REQUIREMENT FOR ISSUANCE OF MARITIME (SHIP) STATION LICENCE

This is a licence for radio equipment mounted aboard a ship. The licence is for equipment, which forms the mandatory International Maritime Organization (IMO) communications requirements.

The procedure for ship station licence is as follows:

- Applications for ship station licences are filed with the Kenya Maritime Authority (KMA), with a duly completed Application form RF14B
- KMA acts on behalf of the Commission and inspects the radio installations aboard the ship
- On completion of the inspection and upon satisfactory findings, the Shipping Superintendent forwards a report to the Commission containing details of the inspection results
- CCK studies the report and if satisfied, communicates to the applicant advising on the frequency licence fee as per the existing frequency schedule
- A frequency licence is then issued once the frequency fee is submitted.
- The licence issued is valid for a maximum period of one year and should be renewed once it expires. Included in the licence are conditions of the licence.

The frequency fee is charged as per the Kenya Communications Regulation, 2001 attached as Annex 1 of this document

7. PROCEDURE OF AUTHORISATION OF PRIVATE HF/VHF/UHF RADIO NETWORKS

The process of authorization and licence administration of private radio networks generally follows the process outlined here below:

- The applicant makes an application to CCK for authority to establish a Radio Network, by completing an application form (RF1) giving details of the proposed network configuration, and attaches all the necessary documents. A non-refundable application fee of KShs. 1,000 should accompany the application.
- CCK receives this application and peruses it for completeness. If not complete, the applicant will be advised to provide the missing details/documentation.
- CCK will forward applications requiring prior clearance from relevant government agencies as appropriate.
- All applications are subject to verification by the Commission Licensing Committee (CLC), whose membership is drawn from all CCK departments and relevant government agencies.
- The CLC considers the application and makes a collegiate decision on the licensing eligibility of the applicant, based on the legal, regulatory and policy standpoint.
- In case of an unfavorable finding by the CLC, CCK communicates to the applicant that the application has been considered and found to be without merit.
- In case of a favorable finding, CCK communicates the same and sends out a data form (RF3) to be completed by the applicant and returned with the requisite radio licence fees. The form requests for the provision of detailed technical and operating data of the equipment in proposed network.
- On receipt of the form (RF3) CCK checks whether the proposed equipment has been type approved. If the same has not been type approved, the applicant is requested to seek for type approval from the Standards and Type

Approval Unit of CCK. Type approval involves tests and evaluation of the technical and operating parameters of the equipment against CCK's specifications and international standards.

- After ensuring the technical acceptability of the equipment, CCK carries out a technical analysis of the proposed network and subsequently assigns suitable frequency(s) to the applicant. The applicant then requests the equipment suppliers to programme the radios to the assigned frequency(s) and both the supplier and the applicant complete and returns the declaration form (RF6).
- Upon receipt of the duly completed form RF6, CCK issues a licence to the applicant. This licence contain the following details:
- The validity of period of a frequency licence is one year and must be renewed at the expiry of the period by returning to CCK the expired licence with appropriate renewal fee.
- As a part of the licence administration process, CCK is bound to cancel or suspend licences in cases where licensees violate the conditions of the licence.

The frequency fee is charged as per the Kenya Communications Regulation, 2001 attached as Annex 1 of this document

8. PROCEDURES FOR OBTAINING A FREQUENCY LICENCE FOR FIXED, CELLULAR MOBILE AND PAGING SERVICES

In accordance with the provisions of the *Kenya Communications Act 1998*, Sections 35 & 36, of the Laws of Kenya, all radio communication equipment must be owned and/or operated under a licence issued by CCK. The licence must be kept in force at all times by regular payment of the prescribed licence fees.

This category includes services such as low/medium/high capacity fixed telecommunications links, studio to transmitter links, fixed wireless access, cellular mobile and paging.

- The applicant files an application with the Commission by completing the prescribed RF3 form, detailing all the technical and operating data of the proposed equipment. A detailed network lay out should be attached to the application.

Duly completed RF3 form together with any additional attachments should be returned to CCK together with a non-refundable application fee of KShs. 1,000.

- CCK examines the application in line with the national and ITU tables of frequency allocations in regard to the proposed frequency band and technical parameters. In case of favorable findings, CCK carries out technical analysis and consequently assigns suitable frequencies as appropriate and communicates the same to the applicant, together with relevant conditions of the frequency assignment. The applicant is also advised to remit the requisite frequency licence fee as per the frequency fee schedule
- At the same time, CCK checks whether the proposed equipment has been type approved/type accepted. If it hasn't, the applicant is requested to seek type approval/acceptance from the Engineering Standards unit of the Commission (type approval involves checking the technical and operating parameters of the equipment against CCK's specifications for that category of equipment to ensure the equipment's technical acceptability)

- A frequency licence is issued once type approval/acceptance for proposed equipment is received and upon payment of the frequency licence fee
- The period of validity of a frequency licence is one year and must be renewed at the expiry of the period by returning to CCK the expired licence with the requisite renewal fee

The frequency fee is charged as per the Kenya Communications Regulation, 2001 attached as Annex 1 of this document

9. REQUISITE FORMS

1. Citizen Band & Private HF/VHF/UHF radio networks Application form (RF1)
2. Amateur Radio licence Application form (RF2)
3. Spectrum Data form (RF3)
4. Radio Networks Declaration Form (RF6)
5. Aircraft Radio application Form (RF14A)
6. Maritime Station radio Licence Application form (RF14B)