



APPLICATION FOR INDIVIDUAL AUTHORIZATION OF FREQUENCY USE FOR SHORT-TERM EVENTS

GENERAL CONSIDERATIONS

- The Regulation for the use of the radioelectric public domain approved by Royal Decree 123/2017, of February 24, considers short-term events those that include sports, cultural or other events of special interest. Their duration is limited to a maximum of one month.
- The application for the license (individual authorization) for the use of the public radioelectric domain for the coverage of short-term events must be submitted to this Secretary of State **within at least ten working days at the beginning of the period of requested use.**
- Together with the application, a technical report (XML file) must be submitted. This file will include the period of use, a description of the service to be provided, the radio network, the stations and equipment that are intended to be used, indicating their technical characteristics and location. **The mentioned technical report does not need to be signed by a qualified technician, but at least it must be electronically signed by the holder or his legal representative.**
- The procedures to apply for licenses for the use of the radioelectric spectrum are carried out exclusively by electronic means. **All applications must be electronically signed. Whoever submits the application must have a qualified electronic certificate of electronic signature¹.**
- To sign documents electronically, any digital signature tool that allows signing XML files can be used. One example would be the "Autofirma" called tool that can be downloaded from the following link:
<https://sede.minetur.gob.es/es-ES/firmaelectronica/Paginas/AutoFirma.aspx>
- **Holder Accreditation:**
 - The holder of the spectrum right of use is obliged to comply with the provisions of the applicable regulations. The Authorization Resolution and the corresponding fee for the use of the radio spectrum are issued on the name of the holder.
 - Those who submit the application for the authorization to use frequencies to cover short-term events must have a qualified electronic certificate to access the application form and to sign it.
 - **The foreign holder** (as well as the national holder) **must have a Spanish tax identification number**, that must be obtained from the Tax Agency through the presentation of the 036 model form and some additional documentation. All the frequently asked questions about obtaining the Spanish NIF for foreigners (natural and legal persons) can be found at the following link:
http://www.agenciatributaria.es/AEAT.internet/Inicio/La_Agencia_Tributaria/Campanas/ Campanas /Fiscalidad de no residentes/ Identificacion /Preguntas frecuentes sobre obtencion de NIF de no Residentes/Preguntas frecuentes sobre obtencion de NIF de no Residentes.shtml

¹ Qualified electronic certificates of electronic signature are those listed in the following Confidence List:
<http://www.minetad.gob.es/telecomunicaciones/es-ES/Servicios/FirmaElectronica/Paginas/Prestadores.aspx>



- If the holder is a legal person
 - Those who have a certificate of natural person with representation of the legal entity can submit the application.
 - Those who have a certificate of natural person and attach the corresponding powers of representation of the legal entity holder can submit the application. It is possible to process the designation of a representative via the called "APODERA" system at <https://sede.administracion.gob.es/apodera/home.htm>, attaching in this case the proof obtained.
- If the holder is a natural person
 - The application can be submitted with a qualified electronic signature certificate. If the request is submitted by another person on your behalf, that person must have an electronic certificate of natural person and attach the powers of representation. It is possible to process the designation of a representative via the called "APODERA" system at <https://sede.administracion.gob.es/apodera/home.htm>, attaching in this case the proof obtained.
- **Access to Notifications.** The notifications corresponding to the application, such as the Authorization Resolution, will be issued by electronic means through the presence of the applicant or his duly accredited representative, at the Ministry's electronic site of this Ministry. **An email address must be specified on the application form, where a message will be sent informing about the availability of the notifications related to the application at the Ministry's electronic site.** The notifications will be accessible for both, the holder and the natural person who has presented the application using the corresponding electronic certificate.
- Together with the corresponding Authorization Resolution, the fee for the use of the radio spectrum in a standard model form 990 is issued and notified. The fee (model form 990) can be paid by anyone in any Spanish collaborating entity (most banks and savings banks). The holder must have a tax identification number as explained before.
- In the case of stations intended for short-term events, the start-up will be considered authorized under the technical conditions that would have been established in the corresponding qualification for the use of the radioelectric public domain. Therefore, once the Authorization Resolution has been received, the radio spectrum can be used within the authorized period.
- Most of the short-term events use frequencies managed by the Mobile and Fixed Narrow-band Service Unit. Hence, further description on the electronic procedure for short-term events of this particular service unit is given in the following section.
- In case of requesting frequencies corresponding to the satellite service, broadcasting service or fixed service, please contact the official email address of the General Subdirectorate for Planning and Management of the Radioelectric Spectrum where you will be informed of the electronic form to be used and other useful information regarding formats of presentation. In this case, it is recommended to contact the General Subdirectorate in advance enough for submitting the application at least ten business days before the start of the requested period of use. Additionally, the email address SGPGER@minetad.es is available for any other request.



CONSIDERATIONS RELATED TO THE PROCEDURE FOR REQUESTING FREQUENCIES FOR SHORT-TERM EVENTS OF THE MOBILE AND FIXED NARROW-BAND SERVICE UNIT (TEMPORARY NETWORKS OF THE MOBILE AND FIXED NARROW-BAND SERVICE UNIT)

The application for the use of frequencies for short-term events must be submitted using the procedure "[Solicitud Nuevas Redes Radioeléctricas Servicio Móvil y Fijo de banda estrecha](#)"², corresponding to the set of procedures related to "**Redes Radioeléctricas del Servicio Móvil y Fijo de banda estrecha**"³, available at the following electronic site:

<https://sede.minetur.gob.es/es-es/procedimientoselectronicos/Paginas/detalle-procedimientos.aspx?IdProcedimiento=162>

In this link the following tools are also available:

- ✓ User manual of electronic procedures.
- ✓ Software tool (SM_genxml) for the generation of a structured information file XML describing the requested network. The XML file must be electronically signed (.XSIG file after the signature) and attached to the online application form.
- ✓ User manual of the software tool SM_Genxml.
- ✓ Documents templates.

PARTICULARITIES IN THE GENERATION OF THE DESCRIPTION OF THE NETWORK (XML File)

- To generate the description of the network, the SM_GenXML tool mentioned above is provided. With this tool downloaded and following steps 2.3.1 to 2.3.11 from the user manual, the descriptive file of the network is completed and then the process of signing can begin.
- In the user manual, specific clarifications are available regarding the case of temporary networks. One of these clarifications is referred to the case in which the XML file is signed not by a qualified technician in telecommunications matters but by the holder or his representative. In this case, this fact will be indicated as follows:
 - In the data screen of the qualified technician of the SM_GenXML tool, enter the data of the holder of the network or his representative instead of those of the technician. Check the box button "*El técnico competente en materia de telecomunicaciones declara que no se encuentra inhabilitado para ejercer su profesión*"⁴ and attach in the "*Declaración de no inhabilitación*"⁵ section, an electronically signed PDF file with the text already prepared for this case in the corresponding model document referring to this "Declaration" which is available in the electronic site.
 - Same person who appears on the previous mentioned data screen of the qualified technician is the one who must sign electronically the XML file of the radio network.
- In the application form of the Ministry's electronic site, section "*Usos de la red y Datos adicionales*"⁶, it is worth noting that the network is requested for short-term events and, when necessary, that the XML file has been signed by the holder or his representative instead of by a qualified technician.
- In section 2.3.7 "*Anexado de documentos*"⁷ of the user manual, in relation to the "**Datos Adicionales No estructurados del Proyecto**"⁸ document, the **dates of the event**, alternative frequencies to those recorded in the file, range of operation in frequencies of the equipment and any other necessary information that can facilitate the study of the network by the Administration, must be provided. In relation to this document the following must be taken into account:
 - When using the SM_GenXML tool to generate the description of the network in XML format, the just above mentioned file must be attached electronically signed in the window requested in order to obtain a hash that will be internally used by our informatics systems for the corresponding security checks during the online application via the form on our electronic site.
 - In the application form of the Ministry's electronic site, the just above mentioned file must be attached electronically signed as well as the rest of files or documents and information requested.

² The translation for this text would be: "*Request for New Radio Networks, Mobile and Fixed Narrow-band Services*".

³ The translation for this text would be: "*Radioelectric Networks of the Mobile and Fixed Narrow-band Services*".

⁴ The translation for this text would be: "*The qualified technician in telecommunications matters declares that he is not disqualified from practicing his profession*".

⁵ The translation for this text would be: "*Declaration of non-disqualification*".

⁶ The translation for this text would be: "*Network usages and additional data*".

⁷ The translation for this text would be: "*Attachment of documents*".

⁸ The translation for this text would be: "*Additional unstructured data of the project*".