

Apply for a licence

To find out what type of licence is required, go to [What type of licence do I need?](#)

Who may hold a licence?

Licences may be held by any legal entity recognised in New Zealand. [Detailed in PIB 47.](#)

Step 1 – Complete a licence application form

Online

The quickest way to obtain a licence is to fill an application [online](#) via our [SMART](#) (Spectrum Management and Registration Technology) system.

By requesting your licence online, you will be able to:

- choose your [engineer](#) (RSM or independent)
- start, modify or update your application up to the point of submission
- track the status of your application
- if you have never used [SMART](#), you must first [register as a new user](#).

If you pay your annual fee online you can save at least 10% on the annual fee, 20% if you are an [LJI client](#).

On paper

Paper applications must be made on the appropriate application form. Directions for completing the form can be found on the front page of the form.

[Application forms](#) are to be completed in full with the information provided in reasonable detail and in units applicable to the application. Should the information not be available to the person completing the form, it is recommended that the supplier of the equipment or a radio engineer be consulted in order to provide this information.

Paper applications will be processed within an overall turnaround time of 15 working days.

Step 2 – Choose your engineer

Online applicants have a choice between RSM Engineering and [External Engineering](#). (If an external engineer is chosen, the client pays that engineer for his work and no RSM Engineering fee is charged.)

All paper applications will be engineered by RSM.

External engineer

An external engineer can engineer and certify a licence online in [SMART](#). Externally engineered licences are subject to the RSM Annual Fee only. An engineering fee may be charged by the external engineer, and the client should consult this with the engineer before submitting an application.

[List of external engineers](#)

RSM engineer

Where a person requests RSM to engineer a new licence, or modify an existing licence, an [engineering fee](#) will apply. This fee is separate to the Annual Administration Fee payable by all licensees.

Step 3 – Pay the licence fees

Online

Pay the licence fees online and save 10%!

All online payments of the Annual Administration fee made by credit card or direct debit will be entitled to a discount of at least 10%, this does not apply to engineering fees.

Manually

You can choose to pay the licence fees manually by credit card or cheque but you will not receive the 10% discount. Manual payments must quote the relevant application number, and be sent to RSM Licensing, Po Box 2847, Wellington.

[List of all applicable licence fees](#)

Step 4 – Receive a licence

Once your application for a licence has been submitted and engineered, you will receive notification, which will prompt for you to go online and pay to confirm the licence, once this is complete the Manager Licensing will grant the licence. All granted/registered licences are recorded and can be searched in the online [Register of Radio Frequencies](#).

In order to maintain the licence it must be renewed every year by paying the Annual Administration Fee.