

Cancel a licence

The process for cancellation depends on the licence type. Radio licences can be cancelled online, whereas spectrum licences require a formal notice to be registered as prescribed in Schedule 7 of the Radiocommunications Regulations .

Cancelling Radio Licences

Licence holders can use [SMART](#) to view their licence details and to request a cancellation of radio licences that are no longer needed.

To cancel a simple licence (e.g land mobile simplex) simply logon to [SMART](#), using your User Name and Password to access the cancellation menu. Then select "Manage Licences" / "Cancel Radio Licence". Enter the relevant licence number and select Continue. Tick the Cancel box next to Licence(s), or hyperlink to view licence before cancelling. Select Continue then select Cancel Licences to confirm cancellation.

To cancel a complex licence (e.g point to multipoint or point to point), follow simple licence process, but be aware that only the primary licence will display the Cancel tick box. Once the primary licence is cancelled all associated licences are cancelled simultaneously. Cancellations of complex licence types are subject to RSM Licensing Manager approval to ensure against partial cancellations of transmitting networks. In such cases RSM may contact the licence holder to verify information regarding the cancellation request.

Once your licence has been cancelled, you will receive email notification.

Cancelling Spectrum Licences

Cancellation of spectrum licence(s) requires a Form 10 "Notice of Cancellation of Spectrum Licence" to be lodged with the Register of Radio Frequencies. The Form can be accessed at [Radiocommunications Regulations 2001](#) and must be submitted to the Registrar of Radio Frequencies in duplicate (two originals). Both originals must be signed by the relevant authority(ies) as outlined in the conditions of the licence and then attested by a witness. The cancellation will come into effect once the Form has been registered. The licence holder (Rightholder) will be notified electronically and in writing.