

Pay for licence fees

Licence fees



Licence fees are made up of two components: annual fees and engineering fees. Both vary according to the licence type. For more information refer to the [fees schedule](#).

All radio and broadcasting licences, unless issued for a specific short-time period only, have annual fees that are payable every year in order to retain the licence.

Where engineering certification is carried out by RSM, engineering fees are payable before a new licence with engineering considerations is granted or an existing licence and its technical parameters are modified.

In addition, broadcasting licences may require a separate fee, this is dependant on the [policy criteria](#) under which a licence can be offered.

For more detailed instructions on paying for licence fees please see our [SMART user guides](#).

Pay online and save 10%

Payment online entitles you to a 10% discount of the annual fee component. Payment can be made either by credit card or by a pre-arranged direct debit. To organise a direct debit with us contact our accounts team at info@rsm.govt.nz.

Three options to pay for a new licence application

1. To pay by credit card

Logon to [SMART](#) and select "Manage licence applications". Then select the hyperlink to the relevant licence application number. Then select 'Confirm' and enter your credit card details.

2. To pay by direct debit or invoice

Logon to [SMART](#) with your User Name and Password and select "Manage licence applications". Select the hyperlink to the relevant licence application number. Then select 'Confirm' and choose the direct debit or invoice option.

To pay an annual fee licence renewal choose one of the above payment options then log onto [SMART](#) and select "Pay Annual Licence Fees" to see a list of licences you have for renewal. For more information on licence renewals see also [How to renew a licence](#).

For assistance on how to obtain a User Name and Password contact us on info@rsm.govt.nz or 0508 RSM INFO (0508 776 4636).

For detailed assistance on completing the online steps refer to our [guide](#).

3. To make a manual payment

You can choose to pay the licence fees manually by supplying your credit card or by cheque but you will not receive the 10% discount. Manual payments must quote the relevant application or licence number, and be sent to RSM, Private Bag 92061, Auckland.