

## How do I?

### [Find SMART user guides](#)

User guides to SMART (Spectrum Management and Registration Technology), our online licensing tool.

### [Use online licensing services \(SMART\)](#)

SMART is an online facility for licensing, engineering and registering spectrum use.

### [Apply for a licence](#)

There are 3 steps to applying for a licence. 1/ Complete the application form; 2/ Decide who you want to engineer your licence; 3/ Pay for your licence; 4/ Receive your licence.

### [Cancel a licence](#)

Radio licences can be cancelled online at any time. Spectrum licences are cancelled by lodging a prescribed form with the Registrar of Radio Frequencies.

### [Modify a licence](#)

Certain parameters such as the location or output power on a current licence can be modified by submitting an application or prescribed form along with payment of engineering fees and annual fees where applicable.

### [Renew a licence](#)

All radio and broadcasting licences, unless issued for a specific time period only, require yearly renewal in order to remain current.

### [Pay for licence fees](#)

The easiest and quickest way to pay for your licence fees is online. Online payments also receive a 10% discount.

### [Register a spectrum licence](#)

Instructions on how to register a spectrum licence by sending in a registerable instrument to the Registrar of Radio Frequencies.

### [Find spectrum allocations in New Zealand?](#)

Radio frequency bands are planned for various services in accordance with Government policy directives, international practices, and technical standards.

### [Transfer a radio licence](#)

Licences can be transferred from the current licence holder onto another registered RSM client by completing a few simple steps online.

### [Transfer a spectrum licence](#)

Spectrum licences are transferred by a prescribed Form 9 "Notice of transfer of spectrum licence" instrument under section 56 of the Radiocommunications Act 1989.

### [Get a new password](#)

Follow these easy steps to get a new temporary password.

### [Change my logon details](#)

Follow these easy steps to help you change your logon details in SMART.