

Register a spectrum licence

When does this process apply?

An instrument that intends to create, transfer, cancel, modify, mortgage or caveat a spectrum licence or management right does not have any validity until it is registered, i.e. entered onto the Register of Radio Frequencies. In order to officiate one of the above actions the instrument must be submitted to the Registrar of Radio Frequencies for registration.

The forms (instruments) required for registration are prescribed in the [Radiocommunications Regulations 2001](#).

For more detailed instructions on registering a spectrum licence please see our [SMART user guides](#).

How to present an instrument for registration?

Instruments can be delivered in person or by post. It is RSM's strong recommendation that posted instruments are sent to us by registered courier. Instruments are received at two different locations depending on their type:

For Crown Management Rights please courier instruments to

Radio Spectrum Management
Ministry of Economic Development
33 Bowen Street
Wellington

For Private Management Rights please courier instruments to

The Registrar
Level 18
ASB Building
135 Albert Street
Auckland