

Renew a licence

How to renew a licence

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

The renewal period is within 13 months from the first issue of the licence. The licence holder will be sent a reminder via email or mail advising them that the licence is due for renewal.

Licences are renewed by paying the annual fee applicable to the licence type. This can be done either online in a secure environment or by manually sending in payment.

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

Pay online (and save 10%)

To pay the annual fees online is the quickest way to renew the licence, and also entitles you to a 10% discount. Payment can be made by credit card or a pre-arranged direct debit or invoice.

To pay by direct debit or invoice, LOGON to [SMART](#) with your User Name and Password first.

To pay by credit card online (or after logging on as above) continue below.

Go to [SMART](#) and select the Pay Annual Licence Fees. This will automatically show any licence fees that are due for renewal. Alternatively, select the licences that you wish to renew by:

- Entering a search criteria e.g. frequency range OR press “Continue” to view all your licences due
- The list of licences due for renewal is sorted, by default, in the same order as the renewal reminder letter. You can also:
 - change the sort order if required
 - filter the list of licences by selecting one or more of the drop-down lists e.g. licence type
- Press “Select All” to select all licences (remaining after sorting and filtering) for payment
- You can reconcile your licences off-line by exporting a file to Excel (or other similar program) where you can determine which licences should be renewed or cancelled. If any licences are selected for cancellation, they will be processed first.
- If the payment process is interrupted for any reason, at a later time you can access the pending payments (via the “Pending Renewals” button) to complete payment
- If paying for 100 or more licences at a time, the pending fees will be calculated off-line. An email will be sent to you to advise when the calculated pending fees are available for payment. These pending fees are available through the “Pending Renewals” button.

If you require any help with completing the transaction, setting up a direct debit with us or obtaining a User Name and Password please contact us on 0508 RSM INFO (0508 776 4636).

Pay manually

To pay manually send a cheque or supply us with your credit card details together with the licence number(s) and your contact details to Licence Renewal, Radio Spectrum Management, Private Bag 92061, Auckland. Please allow 3 business days for RSM to receive and process payment.

Manual payments do not qualify for the 10% discount.