

# Create an Application to Modify all Radio Licence Types

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## Overview

There are two processes you must complete to modify an existing radio licence.

1. create the application to modify the existing licence
2. craft and certify the application to modify the licence

Modifying a radio licence applies to the following radio licence types:

- Fixed point to point bi-directional
  - Fixed point to multipoint
  - Land mobile simplex
  - Land mobile repeater
  - Maritime
  - Aeronautical
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## Important Information

- Point to point bi-directional licences can be modified from either end
  - Point to multi-point licence can only be modified from the **Primary** licence.
  - SMART does not allow you to modify an **Associated** licence on point to multi-point licence types
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## Who can use this procedure?

- A client OR an approved radio engineer (<http://www.rsm.govt.nz/cms/licensing/engineering-certification/list-of-approved-radio-engineers-are-and-approved-radio-certifiers-arc-available-for-public-work>) can submit a licence application to modify.
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# Create an Application to Modify all Radio Licence Types

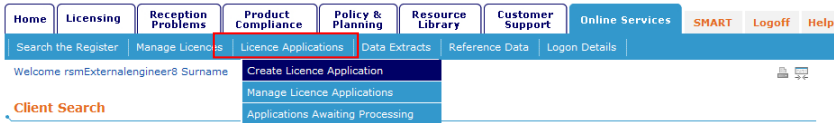
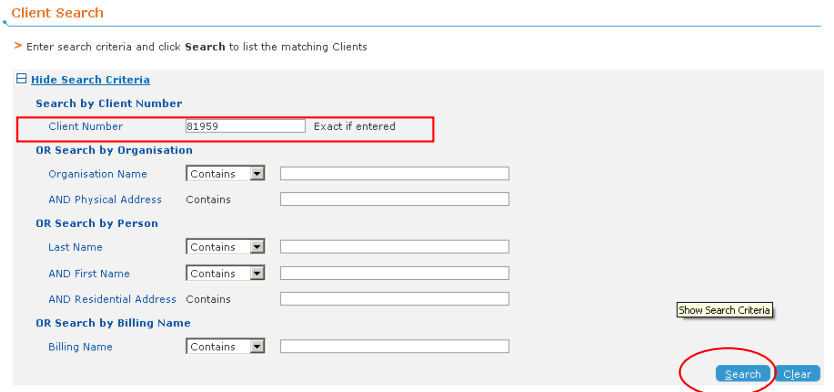
## Procedure

This example is for a fixed point to point licence but applies to the following radio licence types:

- Fixed point to point bi-directional
- Fixed point to multipoint.
- Land simplex mobile
- Land simplex repeater
- Maritime
- Aeronautical

**Note:** only one application is required when modifying both licences of a fixed point to point bi-directional system.

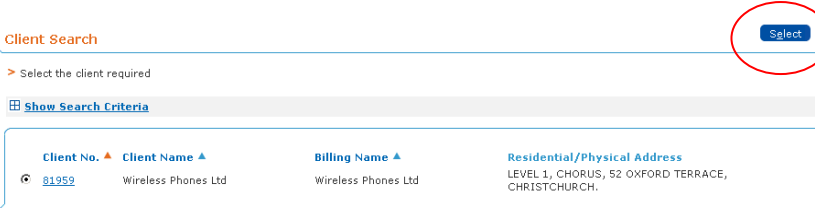
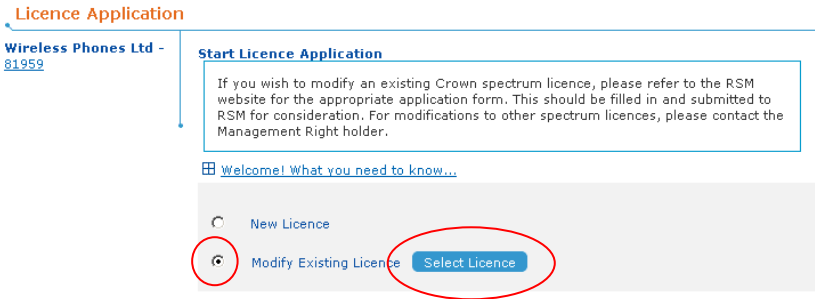
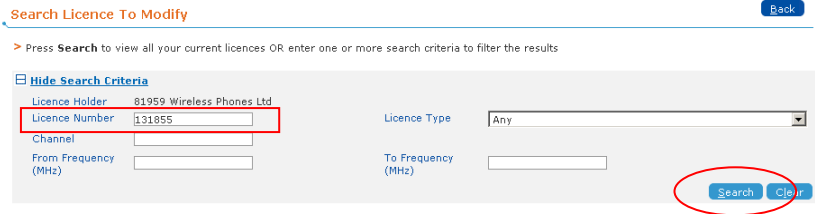
**Note:** if you are logged on as the client you will bypass **Step 3 & 4**, and guided to **Step 5**

Step	Action
1	Logon to SMART using your User ID and Password.
2	<p>Click <b>Licence Applications</b> and the <b>Create a Licence Application</b>.</p> 
3	<p>The <b>Client Search</b> screen displays.</p> <p>Enter the client number in the <b>Client Number</b> field and then click <b>Search</b>.</p> 

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# Create an Application to Modify all Radio Licence Types, Continued

## Procedure

Step	Action
4	<p>The client record is returned. The radio button next to the client record link is checked.</p> <p><b>Click Select</b></p>  <p>The screenshot shows a 'Client Search' interface with a search bar and a 'Select' button circled in red. Below the search bar, there is a table of search criteria and a list of results. The first result is for 'Wireless Phones Ltd' with client number '81959'. The 'Residential/Physical Address' is 'LEVEL 1, CHORUS, 52 OXFORD TERRACE, CHRISTCHURCH.'.</p>
5	<p>The <b>Licence Application</b> screen opens.</p> <p><b>Click Modify Existing Licence</b> radio button and then click <b>Select Licence</b>.</p>  <p>The screenshot shows the 'Licence Application' screen for 'Wireless Phones Ltd - 81959'. It features a 'Start Licence Application' section with a text box explaining the process. Below this, there are two radio buttons: 'New Licence' and 'Modify Existing Licence'. The 'Modify Existing Licence' radio button is selected and circled in red. Next to it is a 'Select Licence' button, also circled in red.</p>
6	<p>The <b>Search Licence to Modify</b> screen opens.</p> <p>Enter the licence number for the licence you want to modify and then click <b>Search</b>.</p>  <p>The screenshot shows the 'Search Licence To Modify' screen. It includes a search bar and a 'Back' button. Below the search bar, there is a 'Hide Search Criteria' section with several input fields: 'Licence Holder' (81959 Wireless Phones Ltd), 'Licence Number' (131855), 'Channel', 'From Frequency (MHz)', 'Licence Type' (Any), and 'To Frequency (MHz)'. The 'Licence Number' field and the 'Search' button are circled in red.</p>

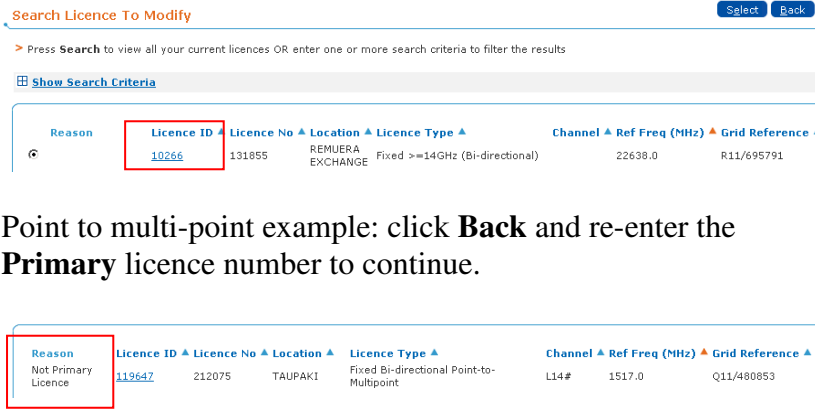
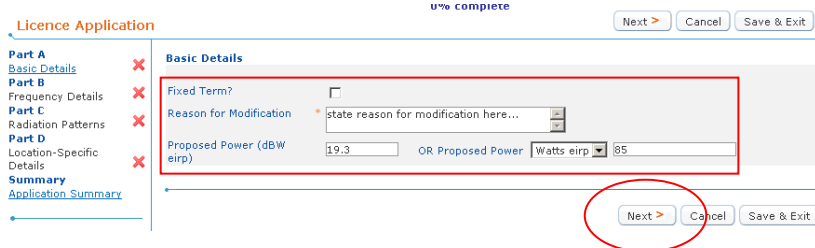
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# Create an Application to Modify all Radio Licence Types, Continued

## Procedure

**Note:** Point to multi-point licences can only be modified from the **Primary** Licence.

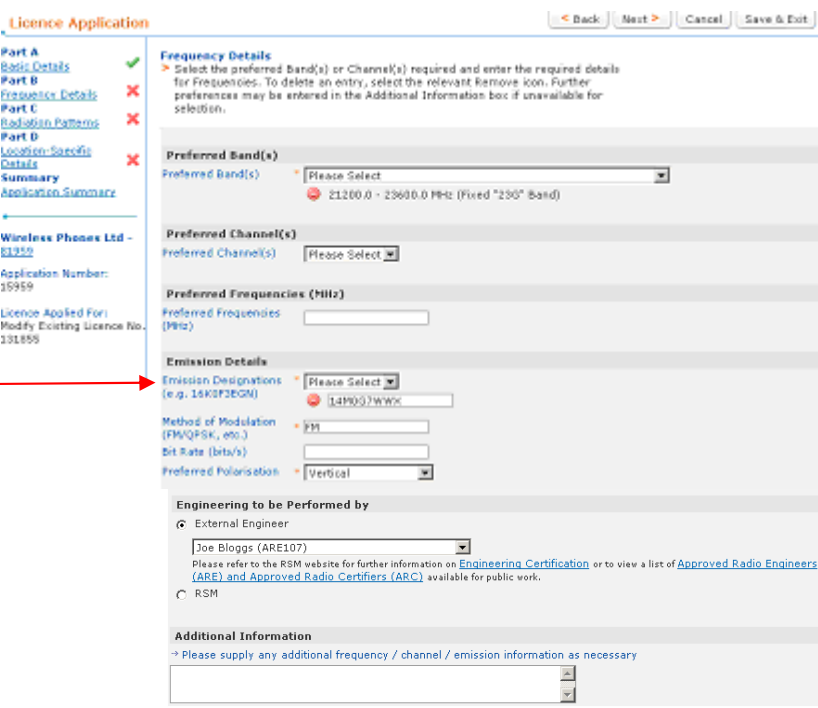
**Note:** you cannot modify a fixed term licence.

Step	Action
7	<ul style="list-style-type: none"> <li>Click the hyperlinked licence ID below <b>Licence ID</b> to view the licence to confirm it is the correct one to modify. Click <b>Back</b> when satisfied and then click <b>Select</b> to move on.</li> </ul>  <p>Point to multi-point example: click <b>Back</b> and re-enter the <b>Primary</b> licence number to continue.</p>
8	<p>The <b>Licence Application</b> screen opens.</p> <ul style="list-style-type: none"> <li>If the licence is a fixed term tick the <b>Fixed Term</b> checkbox</li> <li>Enter a reason for the modification in <b>Reason for Modification</b> field</li> <li>Click <b>Next</b></li> </ul> 

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# Create an Application to Modify all Radio Licence Types, Continued

## Procedure

Step	Action
9	<p>Complete the remaining mandatory fields on the screen as described in <b>Table 1</b> below and then click <b>Next</b>.</p>  <p>The screenshot shows a 'Licence Application' form with the following sections:</p> <ul style="list-style-type: none"> <li><b>Part A:</b> Radio Details (checked with a green tick)</li> <li><b>Part B:</b> Frequency Details (checked with a red X)</li> <li><b>Part C:</b> Radiation Patterns (checked with a red X)</li> <li><b>Part D:</b> Location/Service Details (checked with a red X)</li> <li><b>Summary:</b> Application Summary</li> <li><b>Application Information:</b> Wireless Phones Ltd - 81250, Application Number: 15959, Licence Applied For: Modify Existing Licence No. 131455</li> <li><b>Frequency Details:</b> Includes fields for Preferred Band(s) (set to 21200.0 - 23600.0 MHz), Preferred Channel(s), and Preferred Frequencies (MHz).</li> <li><b>Emission Details:</b> Includes fields for Emission Designations (set to 14P00J1W1x), Method of Modulation (set to FM), Bit Rate (bits/s), and Preferred Polarisation (set to Vertical).</li> <li><b>Engineering to be Performed by:</b> Radio Society of Great Britain (RSGB) logo, External Engineer (checked), Joe Bloggs (ARE107), and RSM (unchecked).</li> <li><b>Additional Information:</b> A field for providing additional frequency/channel/emission information.</li> </ul>

**Tip:** SMART automatically populates a common emission for the licence type selected. The emission pick list displays up to 10 emissions most commonly used for that licence type.

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## Create an Application to Modify all Radio Licence Types, Continued

**Table 1**

**Note:**

Depending on the band selected you have an option to add Preferred Channels OR Preferred Frequencies, but not both. SMART gives priority to Preferred Channels over Preferred Frequencies.

For ...	Then ...
<b>Preferred Band(s)</b>	You must select a preferred band. <ul style="list-style-type: none"> <li>• Click the arrow next to this field and select the preferred band.</li> </ul>
<b>Preferred Channel(s)</b> <b>Note:</b> Dependant on the channel selected the <b>Preferred Frequencies</b> field will disappear	You can have 1 or more channels <ul style="list-style-type: none"> <li>• Click the arrow next to this field and select the preferred channel</li> </ul>
<b>Preferred Frequencies</b>	<ul style="list-style-type: none"> <li>• Type a frequency into this field. You can have 1 or more.</li> </ul>
<b>Emission Details</b>	Automatically populates with a common emission for the licence type. You can: <ul style="list-style-type: none"> <li>• Have 1 or more emissions OR</li> <li>• Retain the common emission OR</li> <li>• Change the emission by clicking the arrow next to this field and choose the correct emission. OR</li> <li>• Overtyping the emission populated in the field and Tab to the next field.</li> </ul>
<b>Method of Modulation</b>	Enter only if this field is mandatory.
<b>Bit Rate</b>	Enter only if this field is mandatory.
<b>Preferred Polarisation</b>	<ul style="list-style-type: none"> <li>• Mobile type services field will default to <b>Vertical</b>.</li> <li>• For other types of services click the arrow next to this field and choose an option.</li> </ul>
<b>Engineering to be Performed by</b>	<ul style="list-style-type: none"> <li>• click <b>External Engineer</b> radio button and select who will craft and certify the licence OR</li> <li>• click <b>RSM</b> radio button if RSM is to craft the licence</li> </ul>
<b>Additional Information</b>	optional

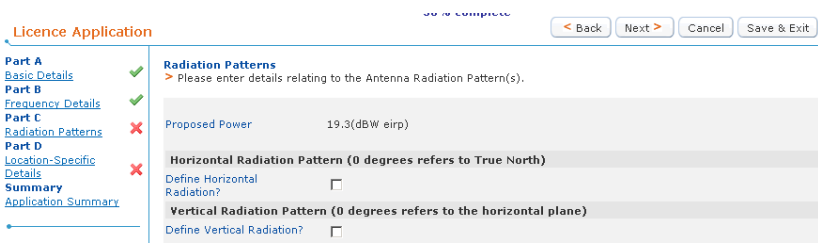
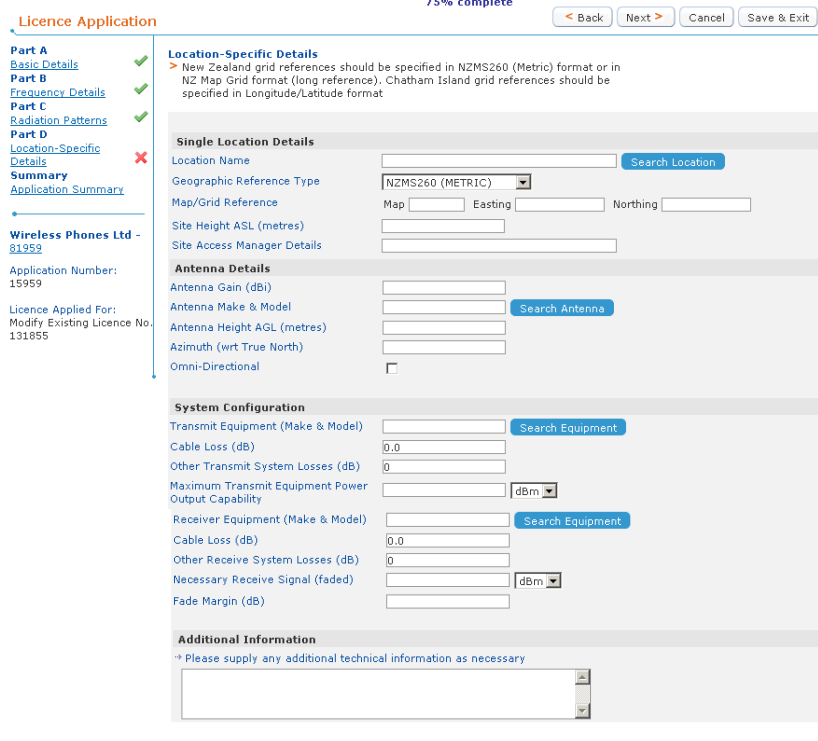
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# Create an Application to Modify all Radio Licence Types, Continued

## Procedure

**Note:** Radiation Patterns are not relevant to radio licence applications

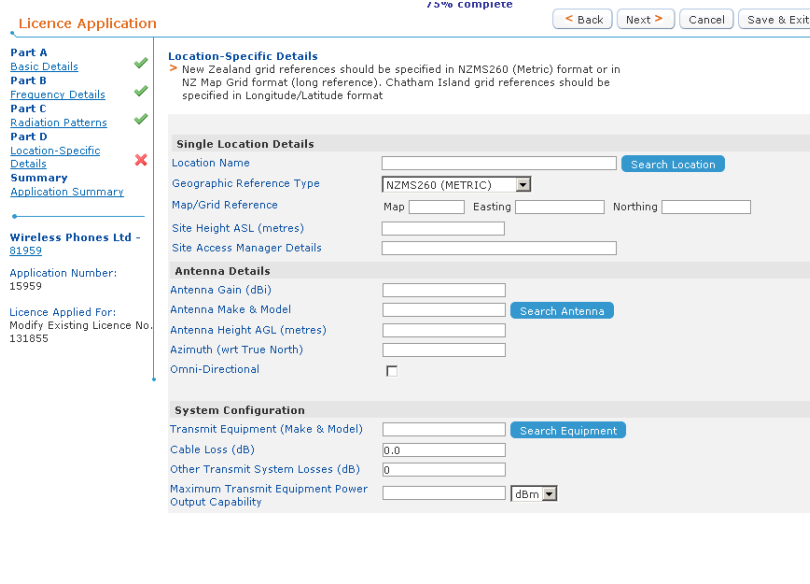

**Note:** Location Specific Details are not mandatory for modify radio licence applications

Step	Action
10	<p>The <b>Radiation Patterns</b> screen opens.</p> <p>Click <b>Next</b>.</p> 
11	<p>The <b>Location-Specific Details</b> screen opens.</p> <p>Click <b>Next</b>.</p> 

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# Create an Application to Modify all Radio Licence Types, Continued

## Procedure

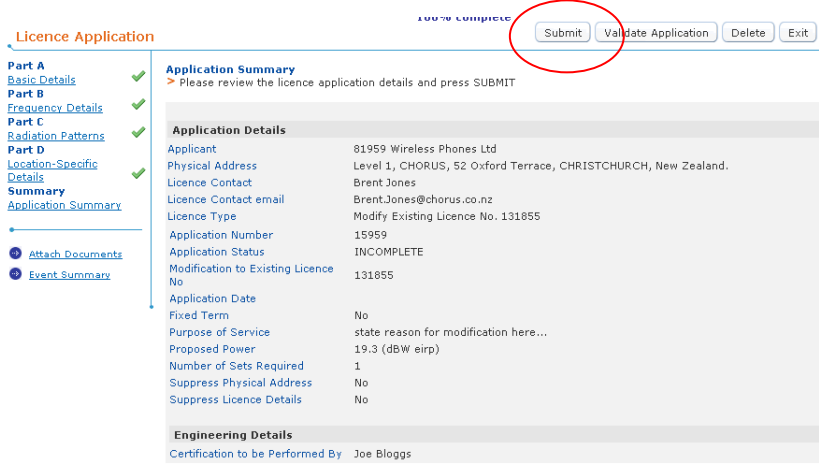
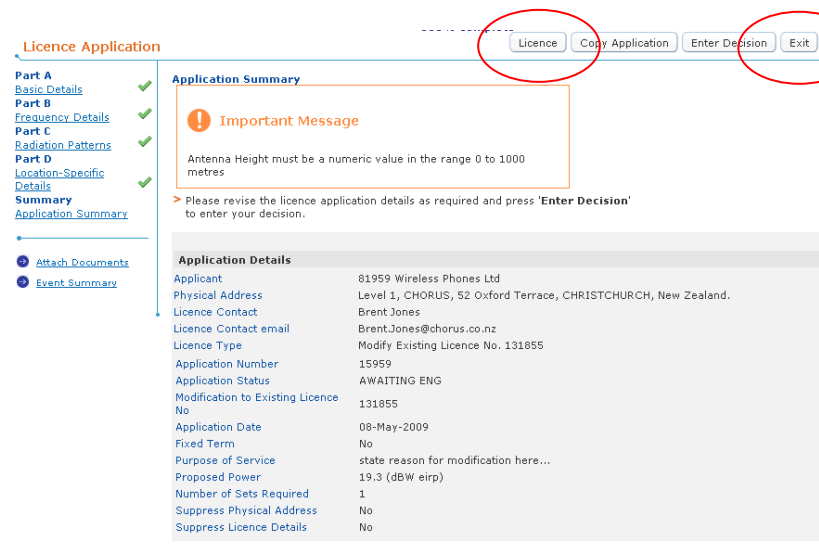
Step	Action
11	<p>The <b>Location-Specific Details</b> screen opens.</p> <ul style="list-style-type: none"> <li>Click <b>Next</b>.</li> </ul>  <p>The screenshot shows the 'Licence Application' screen at 75% completion. The left sidebar lists 'Part A' through 'Part D', with 'Part D Location-Specific Details' marked with a red 'X'. The main content area is titled 'Location-Specific Details' and contains sections for 'Single Location Details', 'Antenna Details', and 'System Configuration'. At the bottom, the 'Next &gt;' button is circled in red.</p> <p>For Point to Multipoint licences ignore the additional outstation buttons and click <b>Next</b>.</p>  <p>The second screenshot shows the same screen with 'Add Outstation' and 'Delete Outstation' buttons circled in red. The 'Next &gt;' button remains circled.</p> <p>Another list of outstation buttons appears. Ignore again and click <b>Next</b> to submit the modify licence application.</p>

**Tip:** There may be additional **Outstation Buttons** when the licence type is point to multi-point.

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# Create an Application to Modify all Radio Licence Types, Continued

## Procedure

Step	Action
12	<p>Click <b>Submit</b> to submit the modified licence application into the engineer's work queue.</p>  <p>The screenshot shows the 'Licence Application' page with a navigation menu on the left and a main content area. The 'Submit' button in the top right corner is circled in red. The main content area includes sections for 'Application Summary', 'Application Details', and 'Engineering Details'. The 'Application Summary' section contains the instruction: '&gt; Please review the licence application details and press SUBMIT'. The 'Application Details' section lists various fields such as Applicant, Physical Address, Licence Contact, Licence Contact email, Licence Type, Application Number, Application Status, Modification to Existing Licence, Application Date, Fixed Term, Purpose of Service, Proposed Power, Number of Sets Required, Suppress Physical Address, and Suppress Licence Details. The 'Engineering Details' section shows 'Certification to be Performed By: Joe Bloggs'.</p>
13	<p>The <b>Modify Licence Application</b> is ready to craft the modifications. You can choose to:</p> <ul style="list-style-type: none"> <li>• Modify the licence immediately by clicking <b>Licence</b> and follow the procedure <b>Modify Existing Radio Licence Types</b> from <b>Step 5</b> onward, OR</li> <li>• Click <b>Exit</b> and modify the licence later using the same user guide.</li> </ul>  <p>The screenshot shows the 'Licence Application' page with a navigation menu on the left and a main content area. The 'Licence' and 'Exit' buttons in the top right corner are circled in red. The main content area includes sections for 'Application Summary', 'Application Details', and 'Engineering Details'. The 'Application Summary' section contains an 'Important Message' box with the text: 'Antenna Height must be a numeric value in the range 0 to 1000 metres'. Below the message, it says: '&gt; Please revise the licence application details as required and press 'Enter Decision' to enter your decision.' The 'Application Details' section lists various fields such as Applicant, Physical Address, Licence Contact, Licence Contact email, Licence Type, Application Number, Application Status, Modification to Existing Licence, Application Date, Fixed Term, Purpose of Service, Proposed Power, Number of Sets Required, Suppress Physical Address, and Suppress Licence Details. The 'Engineering Details' section shows 'Certification to be Performed By: Joe Bloggs'.</p>

**End of Create an Application to Modify all Radio Licence Types**