



Modify a spectrum licence

Approved persons (ARE) user guide

Version 1.00 | March 2023



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Introduction

This document details the process for [approved radio engineers \(AREs\)](#) to modify a spectrum licence (i.e. a licence that resides in a Management Right) in the [Register of Radio Frequencies \(the RRF\)](#).

Note: During this modify process, RRF automatically creates the Form 8 (Notice of modification of spectrum licence) online with a task for the appropriate person(s) to electrically approve the modification.

Explanation

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the RRF.

- Some steps are followed by an image that demonstrates the onscreen result of that step.
- Some steps include links to other sections within the document or to other user guides; these are designated using 'go to' or 'refer to'.
- Clicking the section name moves you directly to that section or user guide.

Requirements

- You must be an approved radio engineer to perform this process.

Technical Assistance

Comprehensive help is available to help AREs complete the various processes:

- Technical assistance can be found within the Public Information Brochures (PIBs); these are located within the [Resources for AREs and ARCs](#). The PIBs provide licensing, technical rules and other general information on a range of common radio services such as CB Radio, Amateur Radio and Maritime VHF Radio.
- Various [user guides](#) on the RSM Website describe the steps to take to complete each process.
- Some fields and sections in the Register of Radio Frequencies (the RRF) have help text.
 - Click or hover over the  (Information icon) to view the help text with information about what to enter in the field or information about a section of the screen.
 - Please contact Radio Spectrum Management (RSM) if you require further assistance:
 - Email rsmlicensing@mbie.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463).

Approved Radio Engineers

You should be familiar with the following PIBs:

- Table of Radio Spectrum Usage in New Zealand (PIB 21)
- Fixed service Bands in New Zealand (PIB 22)
- Mobile service Bands in New Zealand (PIB 23)
- Radio Licence Certification Rules (PIB 38)
- Spectrum Licence Certification Rules for Crown Management Rights (PIB 39)
- Audit Procedures for Engineering Certificates issued by Approved Persons (PIB 40)
- Radio Licence Policy Rules (PIB 58)
- Policy rules for Crown Spectrum Management Rights (PIB 59).

Licence Agency Consideration

Depending on the spectrum licence type, the application to modify may be submitted to a Licence Agency (LA) and if the LA gives approval, the licence status changes from **Awaiting Licensing Agency Recommendation** to **Licensing Agency Decision**. You can then continue to modify the licence.

If the LA rejects an application, an email is sent to RSM's Licensing Manager and to the client. You are not notified of the rejection, nor does the application return to your work queue. The Licensing Manager has the right to overturn an LA decision and may enforce further conditions when modifying the licence.

Amendment history

Version	Date	Details
0.01 0.02	November 2022 December 2022	Draft RRF version for review
0.03	December 2022	Draft for Release 1
0.04	February 2023	Draft for Release 2
1.00	March 2023	Final Version

Modify a Spectrum Licence

The current Rightholder (holder of the spectrum licence) or the Manager (manager of management right) can request an Approved Radio Engineer (ARE) to modify a spectrum licence depending on the authority to modify the licence. Authorities can be found under the licence conditions when searching the RRF.

Once an ARE creates an application to modify, they then engineer the technical modifications to the spectrum licence and Certify to send to the Rightholder (or Manager) for confirmation. Once confirmed, RRF generates a Form 8 which is actioned by the Authorising user and submitted to the Registrar for approval and registration.

You will receive an email notification when the spectrum licence has been registered.

This user guide outlines how to create an application and modify details of all types of spectrum licence. The steps include:

- [Create application to modify a spectrum licence](#)
- [Craft to modify the licence](#)
- [Certify spectrum licence modification](#)
- [Confirm spectrum licence modification](#)
- [Confirm Form 8 – Initiating party](#)
- [Confirm Form 8 – Authorising party \(if applicable\)](#)

All modified licences must be approved by the RSM Licensing Team and/or granted by the Registrar.

Note: A licence being modified will remain current and can still operate until the modified licence has been approved or granted.

Create application to modify a spectrum licence

Before you can make modifications to the technical parameters of a spectrum licence such as the location, output power, antenna horizontal radiation pattern, receive coverage locations or date amendment, you must create an application to modify.

1. Login to the Register of [Register of Radio Frequencies \(RRF\)](#) using your RealMe login. The *My Dashboard* screen displays.
2. Change your profile (in the top right of the screen) and select to the client who requested the modification and for which you are a delegated user.
3. Select **Maintain > Licence > Modify** to display the *Modify Licence* screen.

4. Enter the licence ID in the **Search** field (if known). Your client may have advised the licence details. Alternatively, select or enter information using other fields, (e.g. select **Spatial** in the **Licence type** field) to locate the licence you require.

- Click **Search**. The search results display.

Licence ID	Licence no.	Licensee	Channel	Ref. freq. (Mhz)	TX/RX	Location	Grid refe...	Licence type	Category	Modify authority
300050	300014	TELECOM NEW ZEALAND LTD	5C3470	3470.000000	TX	210 MAIN ROAD, TAUA, WELLINGTON, [TARANUI] (WUG-047-002-C)	BQ21 531498	UHF TV	Spectrum	RightHolder or Manager Select
300128	300025	TELECOM NEW ZEALAND LTD		825.015000	TX	1 HOBSON STREET AUCKLAND	BA32 572209	General user licence (Spectrum)	Spectrum	RightHolder or Manager Select
300129	300026	TELECOM NEW ZEALAND LTD		1825.000000	TX	1 HOBSON STREET AUCKLAND	BA32 572209	UHF TV	Spectrum	RightHolder or Manager Select
300130	300037	TELECOM NEW ZEALAND LTD		1825.000000	TX	1 HOBSON STREET AUCKLAND	BA32 572209	White Space	Spectrum	RightHolder or Manager Select

5. Click **Select** next to the licence you require. Details of the selected licence display in the **Licence to be modified** section.

Client details

Client *
TELECOM NEW ZEALAND LTD (135563) X

Residential/Physical address
Level 1, Chorus Building, 52 Oxford Terrace, CHRISTCHURCH, NZ

Email
smart.client@med.govt.nz

Licence to be modified

Licence ID	Licence number	Status	Licence type
300090	300074	Current	UHF TV
Channel	Ref.freq (MHz)	TX/RX	Location
SC3470	3470.000000	Transmit	210 MAIN ROAD, TAWA, WELLINGTON_TAWA[WLG-047-002-C]

Engineer *
External RadioEngineerARE

Reason for modification *

- Your name defaults in the **Engineer** field. If required, click the field and select a different name from the list.
 - Enter the **Reason for modification**.
6. Click **Submit**. A message displays.
- If the licence requires only one authority to modify it, (e.g. Manager), the message advises an application to modify the selected licence will be submitted. Click **Yes** to continue.
 - If the licence can be modified by either a Rightholder or a Manager, the message displays requesting you to indicate who initiated the change:

Please select who the modification of licence number 221331 is being initiated on behalf of

Rightholder: Smart Business Limited (506682)

Manager: The Crown acting by and through the Chief Executive of the MBIE (134513)

Cancel OK

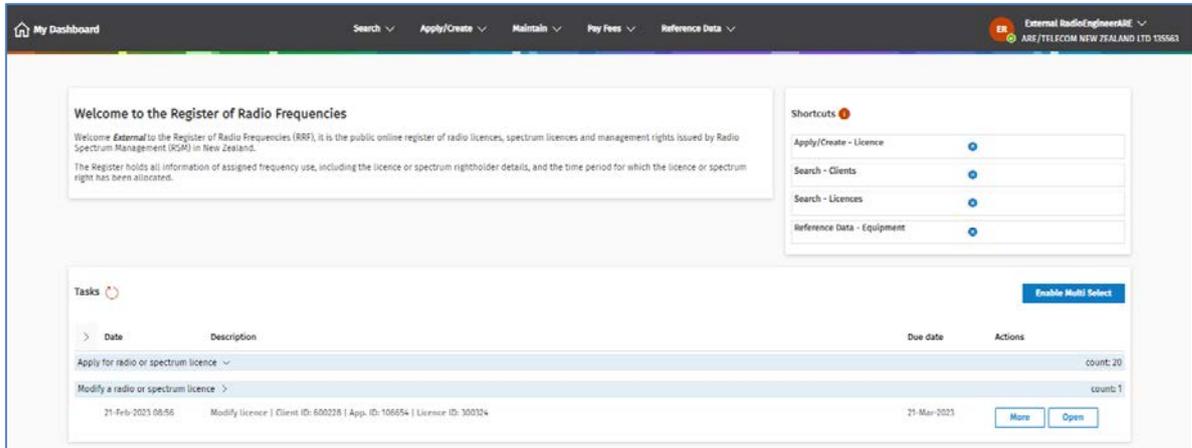
- Select the appropriate option and click **OK**.
A message displays at the top of the *Modify Licence* screen to advise 'Application for modification has been submitted'. RRF creates a task for the ARE to modify the licence and sends it to their *My Dashboard* screen.

Note: If your application to modify a spectrum licence requires LA approval, it will be automatically sent to the LA. Once approved (or declined) you will receive advice of the outcome by email and in your *My Dashboard* screen.

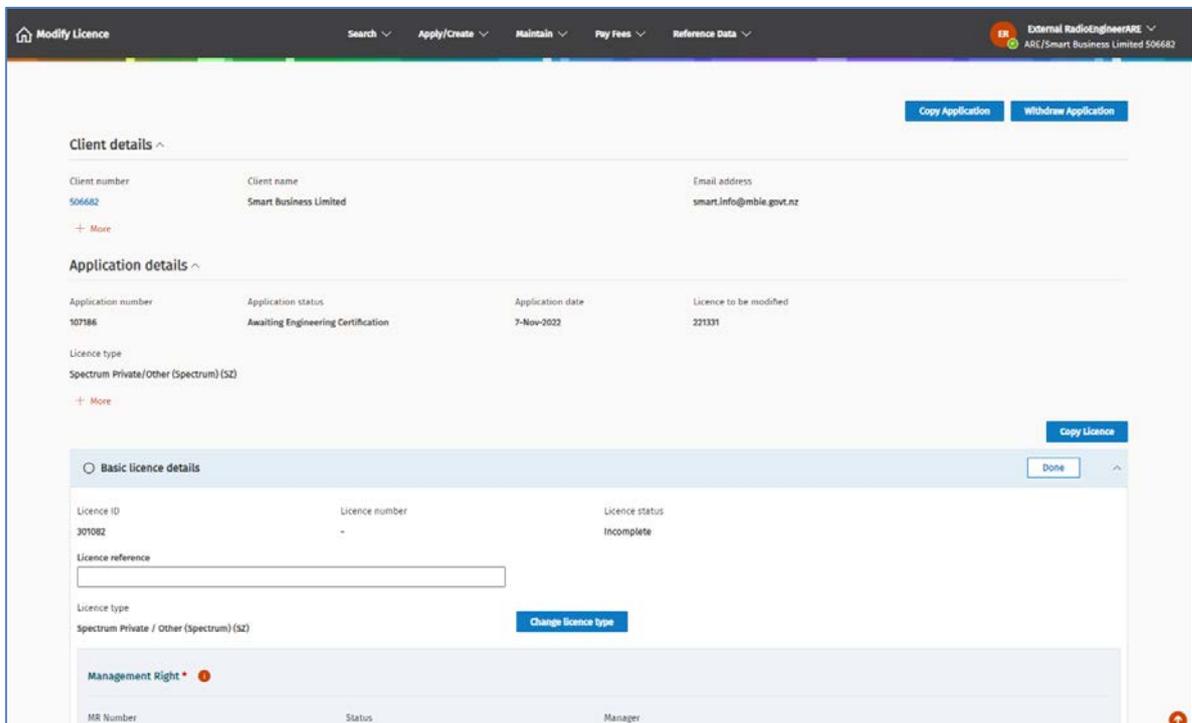
7. Determine your next step:
- If you are a designated ARE for this client, the spectrum licence is now ready to begin modifications. Go to [Craft to modify the licence](#).
 - If you are not the nominated engineer, return to your *My Dashboard* screen then go to [Open the modify licence task](#) and claim the task.

Open the modify licence task

1. Go to the **Tasks** area of *My Dashboard* screen.



2. Locate the **Modify Licence** task and click **Open** (or click **Claim** then **Open**). The *Modify Licence* screen displays.



Note: You can withdraw this application to modify a spectrum licence at any time during engineering until you certify the licence for modification. Refer to [Withdraw application to modify licence](#).

Craft to modify the licence

An ARE can change details of a spectrum licence, subject to any restrictions for that licence type, in the craft sections on the *Modify* Licence screen. For example, add or remove spectrum record, add or remove location, make changes to the specific conditions, and change the authorities of the spectrum licence.

1. Scroll to the **Basic licence details** section.

MR Number	Status	Manager	
319	Current	The Crown acting by and through the Chief Executive of the MBIE	
Commencement	Expiry	Low freq (MHz)	High freq (MHz)
3-Dec-2013	31-Dec-2028	2575.000000	2620.000000

- Mange any edits required:
 - Enter a **Licence Reference**, (optional).
 - Change the licence type, if required, (i.e. click **Change licence type** and select the option(s) you require).
 - Select a different **Licence classification**, if required.
- If required, click **Re-assign** and reassign the licence task to another engineer.
- Click **Save**. A message displays at the top of the screen advising the Basic details have been updated.
- Click **Done**. The button changes to **Continue crafting**.

2. Click the Spectrum licence details section.

Basic licence details Continue crafting

Spectrum details Done

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
	2580.000000	2590.000000	2585.000000	35.0	9M00D7W	Mixed

View Remove

Hide radiation patterns

Horizontal radiation pattern (HRP) + Add

Bearing (From)	Bearing (To)	Bearing value (dBW eirp)
0.0	45.0	25.0
45.0	135.0	10.0
135.0	180.0	25.0
180.0	360.0	35.0

Graph Remove Remove Remove

Vertical radiation pattern (VRP) + Add

Cancel Save

Transmit location details Done

Note: The Spectrum details list displays and the Horizontal Radiation Pattern automatically expands.

- Add or remove HRP records, as required. (Click **Hide Radiation patterns** to hide these details.
- Click **View** to open the spectrum details record. Scroll to view all information.

Spectrum details Done

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
	2580.000000	2590.000000	2585.000000	35.0	9M00D7W	Mixed

View Remove

Spectrum details

Spectrum type: Frequency
Spectrum status: Pending
Service type: Spectrum Private
Polarisation: Mixed

Start date: 10-May-2020
End date: 10-Mar-2024

Remarks

Reference frequencies + Add

Ref. Freq. (MHz)	Frequency type	Power dBW (eirp)	Power type	Tolerance
2585.000000	Registered Frequency	35.0	Mean Power	

Emissions: 9M00D7W Remove

Unwanted emission limits (UEL) + Add

Search for a spectrum mask record

Start typing to search for a spectrum mask record

Graph point	eirp (dBW)	Frequency (MHz)
A	-10.0	2560.000000
B	0.0	2570.000000
C	10.0	2580.000000

UEL Graph

Note: To view the unwanted emissions data, click the **UEL/UEL Points** and **Graph** buttons, and click the **Graph** button to view the radiation pattern(s).

- Make any edits required and click **Save**.
- Alternatively, remove the existing record and add a new spectrum record.

- Click **Done**. The button changes to **Continue crafting**.

3. Click the Transmit licence details section.

Location name	Grid reference	Antenna	Equipment
89 SUGARLOAF	BX24 717.00 720.91	UNKNOWN	

- Click **View** to open the Transmit licence details record.
Note: If the location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to **Add Reference Data** in the [Create a Spectrum Licence user guide](#).

Location name	Grid reference	Antenna	Equipment
89 SUGARLOAF	BX24 717.00 720.91	UNKNOWN	

Transmit location

Location identifier	Location name	Location type
24951	89 SUGARLOAF	POINT

Antenna

Antenna identifier	Version	Make	Model
30	1	UNKNOWN	-

Equipment

Equipment identifier	Version	Make	Model
-	-	-	-

- Click **View all Geo ref types** to view more information, then click **Hide all Geo ref types**, if required.
- Make any edits you require, (e.g. to the **Height**, etc) and click **Save**.
- Alternatively, remove the existing record and/or add a new transmit record.
- Click **Done**. The button changes to **Continue crafting**.
- Click the Receive licence details section.
Note: If the location, antenna or equipment doesn't display in the drop down list to select, you can add it. Refer to **Add Reference Data** in the [Create a Spectrum Licence user guide](#).

Basic licence details Continue crafting

Spectrum details Continue crafting

Transmit location details Continue crafting

Receive location details Done

Search receive location

Search Clear Search

[+ More Options](#)

Location name	Grid reference	Antenna	Equipment
89 SUGARLOAF P AREA	BW22 217.15 220.75 BW22 217.15 220.75 BW22 217.15 220.75 BW22 217.15 220.75 ...		View Remove Show on Map

- To add a new receive location:
 - Enter the location in the **Search receive location** field.
 - If required, click **More Options** and select a **Location type** and/or **Georeference type**.
 - Click **Search** and select the location you require.
- Click **View** to open the Receive licence details record.

89 SUGARLOAF P AREA View Remove Show on Map

BW22 217.15 220.75
BW22 217.15 220.75
BW22 217.15 220.75
BW22 217.15 220.75
...

Receive location

Location identifier: 24994

Point	Map	Location name	Eastings	Northings	Location type
1	BW22	89 SUGARLOAF P AREA	217.15	220.75	MULTIPLE POINTS
-	-	-	-	-	-
-	-	-	-	-	-
4	BY22	217.24	221.03		

[+ Show all Geo ref types](#)

Antenna

Search antenna: Antenna identifier, make, model, or type

Antenna identifier	Version	Make	Model
-	-	-	-

Type: -

Remarks: -

Azimuth (wrt True North):

Elevation (wrt Horizontal):

Height (AGL metres):

Equipment

Search equipment: Equipment identifier, make or model

Equipment identifier	Version	Make	Model
-	-	-	-

Propagation

Configuration loss (dB):

Protection ratio (dB):

Bearing (Degrees):

Path loss (dB):

Wanted signal: unit:

Measured signal: unit:

MPS:

dBµV/m:

Cancel Save

- Make the edits you require and click **Save**.
 - Click **Done**. The button changes to **Continue crafting**.
4. Click the **Authorities** section.

- Make changes to the authority to **Transfer Licence** and/or **Modify Licence** fields, if appropriate, and click **Save**.
- Click **Done**. The button changes to **Continue crafting**. A message displays at the top of the screen advising Associations have been successfully updated.

5. Click the **Conditions** section.

- If required, expand **Show general conditions** and **Show schedule conditions** to view these conditions.
- Enter and conditions in the **Specific conditions** field, if appropriate and click **Save**.
- Click **Done**. The button changes to **Continue crafting**. A message displays at the top of the screen advising Conditions have been successfully saved.

6. If you have clicked **Done** for all sections, the *Modify Licence* screen refreshes and displays the Certify 'call to action'. Go to [Certify spectrum licence modification](#).

- If you have yet to indicate all sections have been completed, either:
 - click **Done**, or
 - complete the edits, click **Save**, then click **Done**.

Note: If you already indicated the section was complete, but need to make further edits, click **Continue crafting** for the required section and repeat the steps above for that section.

Certify and confirm spectrum licence modifications

You now need to certify the spectrum licence modification to create the certificate then either you or the client will confirm the details before the Registrar can grant the licence.

If you have more than one licence to confirm or to certify, you can perform the action for all licences at one time. Refer to [Certify or Confirm Multiple Applications](#).

Certify spectrum licence modification

When you (as an ARE) have completed the modifications to the spectrum licence engineering (i.e. clicked **Done** for each section you crafted), the *Modify Licence* screen refreshes and displays the Certify 'call to action'.

1. Enter details in the **Reference file no.** and **Engineers notes** fields for your reference (if required).

The screenshot shows the 'Modify Licence' page. At the top, there is a navigation bar with 'Search', 'Apply/Create', 'Maintain', 'Pay Fees', and 'Reference Data'. The user is logged in as 'External RadioEngineerARE' for 'ARE / Smart Business Limited 506682'. The main content area has a yellow background with a message: 'Select [Certify] to certify all licences including associated licences below as per the conditions of the Engineer's Certificate.' Below this are two input fields: 'Reference file no.' and 'Engineers notes'. There are buttons for 'Copy Application', 'Withdraw Application', 'Engineer's Certificate', and 'Certify'. Below the form are sections for 'Client details' and 'Application details'. The 'Client details' section shows: Client number: 506682, Client name: Smart Business Limited, Email address: smartLiinfo@mbie.govt.nz. The 'Application details' section shows: Application number: 107167, Application status: Awaiting Engineering Certification, Application date: 7-Nov-2022, Licence to be modified: 221331. At the bottom, there are sections for 'Basic licence details' and 'Spectrum details', each with a 'Continue crafting' button.

Note: Should you no longer want to proceed with this application to modify the spectrum licence, you can withdraw it. Refer to [Withdraw application to modify licence](#).

2. Click **Certify**. The *Licence Summary* screen displays with a message at the top advising the engineers certificate has been successfully created and the licence is now 'Planned'.

Licence Summary

Client details:

Client number	Client name	Email address
506682	Smart Business Limited	smart.info@mbie.govt.nz

Application details:

Application number	Application status	Application date	Licence to be modified
107187	Planned	7-Nov-2022	221331

Basic licence details:

Licence ID	Licence number	Licence status	Licence reference
305083	-	Planned	Test for JanK
Licence type	MR Number	Manager	
Spectrum Private/Other (Spectrum) (SZ)	319	The Crown acting by and through the Chief Executive of the MBIE	
Licence classification			
Licence to Transmit and Have No Interference			
Engineer			
External RadioEngineARE (ARE8002)			
Fixed term			
Yes			
Commencement date	Expiry date	Cancellation date	Granted date
10-May-2020	10-Mar-2024	-	-

- RRF creates a **Confirm spectrum modification** task:
 - If the licence requires LA Approval, the task will be sent to them. You will wait for confirmation from the LA Office before continuing and sending to the initiator.
- The task goes to the initiator (e.g. Rightholder) for confirmation. This task displays in their *My Dashboard* screen. They will complete the process, [Confirm spectrum licence modification](#).

Modify Licence

The radio engineer's certificate for each licence has been successfully created. Each licence is now "Planned".

Client details:

Client number	Client name	Email address
135563	TELECOM NEW ZEALAND LTD	smart.client@med.govt.nz

Application details:

Application number	Application status	Application date
106911	Planned	4-Oct-2022

Basic licence details:

Licence ID	Licence number	Licence status	Licence reference
300625	-	Planned	test
Licence type	MR Number	Manager	
Spectrum Crown/Broadcasting TV/UHF TV (SP)	185	Kordia Limited	
Licence classification			
Licence to Transmit and Have No Interference			
Engineer			
External RadioEngineARE (ARE8002)			
Fixed term			
Yes			
Commencement date	Expiry date	Cancellation date	Granted date
4-Oct-2022	31-Oct-2022	-	-

Note: If you clicked **Certify** in error and need to return to perform further crafting on the licence, click **Delete Certificate** and return to crafting the licence.

Confirm spectrum licence modification

When a modified licence has been certified by the ARE, RRF creates a confirm modifications task which is sent to the initiating party (e.g. Rightholder). This task displays in the **Tasks** list on their *My Dashboard* screen.

Once the modification has been confirmed, RRF generates a Form 8 task to complete.

The initiating party always approves the modifications made by the ARE first, then the other parties (if applicable) will confirm.

For example:

- If the Rightholder initiated the licence modification, once certified a new task will be sent to them to confirm the modifications.
- If the authorised persons are Rightholder and Manager, the initiator (usually the Rightholder) confirms first then the other authorising person (e.g. Manager) also confirms.
- If the authorised person is a Rightholder only or Manager only, then they can certify and confirm the licence.

1. Locate and open the **Modify licence - Confirm licence** task in your *My Dashboard* screen. The *Licence Summary* screen displays with the 'call to action' to confirm at the top.

The screenshot shows the 'Licence Summary' page for a user named 'RTEExt02 Test' (Rightholder/Smart Business Limited 506682). The page is divided into several sections:

- Client details:** Client number 506682, Client name Smart Business Limited, Email address smart.info@mbie.govt.nz.
- Application details:** Application number 107187, Application status Planned, Application date 7-Nov-2022, Licence to be modified 221331. Licence type is Spectrum Private/Other (Spectrum) (S2).
- Basic licence details:** Licence ID 201983, Licence number -, Licence status Planned, Licence reference Test for JanK. Licence type is Spectrum Private/Other (Spectrum) (S2). MR Number is 319. Licence classification is Licence to Transmit and Have No Interference. Engineer is External RadiolEngineerARE (ARE9002). Fixed term is Yes. Commencement date, Expiry date, Cancellation date, and Granted date are also listed.

At the top of the page, there are navigation buttons: 'Back', 'Show on map', 'Licence Extract', and 'View Certificate'. A yellow banner contains a confirmation message: 'Select [Confirm] to verify the details of the licence(s) below meet your requirements. If not, then select [Return to Engineer] to notify the engineer what changes are required.' Below this banner are buttons for 'Return to engineer' and 'Confirm'.

2. Scroll through the record to check that all modifications meet your requirements.

- Click the **View** button in each section (e.g. Spectrum details, Transmit location details, etc) to view all details of the updates made.
- If required:
 - Click **View Certificate** to view details of the certificate and/or
 - Click **Licence Extract** to view the extract from the Register.

Note: The information for these options display in a new tab in your browser. Either close the browser tab or click the *Licence Summary* tab to return to the *Licence Summary* screen.

- If you find any errors, click **Return to Engineer**. A message screen displays:
 - Enter the reason for rejection in the **Rejection reason** field and include any details of the changes required.
 - Click **OK**. RRF creates a task and sends it to the Engineer's *My Dashboard* screen for them to action. Once certified again, you will receive a confirmation task.
 - 3. If the modifications to the spectrum licence meet requirements, click **Confirm**. A message screen displays:
 - Select the **Effective date** for the planned modifications and click **OK**. A message advising Form 8 application (Modify Spectrum Licence) has been assigned to the Rightholder to review.
- Note:** RRF creates a Form 8 Task which displays in the initiating party's *My Dashboard* screen.
4. Go to [Confirm Form 8 - Initiating party](#).

Confirm Form 8 – Initiating party

Once the Modify Spectrum licence application has been confirmed by the Initiating party (e.g. Rightholder) they will receive a Form 8 task to review and submit.

When the initiating party submits the Form 8 (Modify spectrum licence) it will go to the Register of Radio Frequencies for granting unless it first requires confirmation from another authorising party, (e.g. Manager).

1. From your *My Dashboard* screen, select and open the **Form 8 – Draft application** task. *The Form 8 Notice of modification of spectrum licence* screen displays with the Submit ‘call to action’ at the top.

The screenshot displays the 'Form 8 Notice of modification of spectrum licence' interface. At the top, there is a navigation bar with 'Search', 'Apply/Create', 'Maintain', and 'Pay Fees' options. A user profile for 'Joe Bloggs' is shown in the top right. A yellow warning banner at the top of the main content area reads: 'Warning: The related Spectrum Licence has a current Mortgage. Select the Submit option to proceed.' Below this, there are buttons for 'Decline' and 'Submit'. A 'Back' button is on the left, and 'View Certificate' and 'Extract Form 8' buttons are on the right. The main heading is 'Form 8 Notice of modification of spectrum licence' with a reference to 'Sections 57, 57A, 57B, and 57C Radiocommunications Act 1989'. A 'Basic Details' section contains a paragraph of legal text and a table with the following data:

Created by	Application number	Application status
Joe Bloggs	100298	Draft
Licence number	Licence ID	The date from which the modifications are to apply is:
218404	13071	8-Mar-2023

Below the table is a 'Signed by:' section with a signature line for 'SMART BUSINESS LIMITED' and '207'. There are several 'Unchanged' status indicators for 'Dates', 'The frequencies that apply to this licence are as follows:', 'Unwanted Emission Limits', and 'The maximum power, designation of emissions, and horizontal radiation pattern permitted under this licence are as follows:'.

Note: If there is a Caveat or Mortgage on the Management Right you are advised in a message in the Submit ‘call to action’.

2. Review details on the Form 8.
 - If required:
 - Click **View Certificate** to view details of the certificate in a new browser tab.
 - Click **Extract Form 8** to view the extract from the Register in a new browser tab. From this tab you can print the Form 8 or download it to a location on your computer.
 - Note:** To return to the *Form 8 Notice of modification of spectrum licence* screen, click that tab in your browser.
 - If you decide to decline the Form 8, click **Decline**. A confirmation message screen displays:
 - Enter the reason for declining and click **OK**. The modify spectrum licence application will be returned to the engineer who drafted it. This procedure ends.
3. Click **Submit**. A confirmation message displays:
 - Click **OK**. You return to the *My Dashboard* screen and a message at the top of the screen displays advising the next action.

- If the initiating party (e.g. Rightholder) has sole authorisation, the message advises your Form 8 application (Modify spectrum licence) has been submitted to the Registrar for approval.
- If the transfer requires confirmation from another authorising party (e.g. Manager), the message advises your Form 8 application (Modify spectrum licence) has been assigned to the Manager for review. Go to [Approve Form 8 – Authorising party](#).

Approve Form 8 – Authorising party (if applicable)

When a Form 8 for a spectrum licence modification requires another authorising party to confirm, the Form 8 task will be sent to each party to review, confirm and approve.

The Authorising user (e.g. Manger) receives a Form 9 application task in their *My Dashboard* screen.

1. Select the Form 9 application task in the **Tasks** section of your *My Dashboard* screen.
 - Click **Open** (or click **Claim** then **Open**) to display the *Form 8 Notice of modification of spectrum licence* screen.

Form 8 Notice of modification of spectrum licence

Select the APPROVE option to progress the Form 8 Application (Modify Spectrum Licence) to the Registrar of Radio Frequencies or CANCEL this application.
Note: If required an internal RRE can be selected to peer review this application.

Peer Review: (Optional) Please select

Form 8 Notice of modification of spectrum licence

Sections 57, 57A, 57B, and 57C Radiocommunications Act 1989

Basic Details

We, SMART BUSINESS LIMITED, being the rightholder for spectrum licence number 218494, and The Crown acting by and through the Chief Executive of the MBE being the manager under record of management rights number 207, in relation to spectrum licence number 218494, in respect of that spectrum licence, being a licence that section 57B of the Act applies to, have agreed that the spectrum licence is modified in accordance with the Schedule. We give notice that the spectrum licence is modified in accordance with the Schedule.

Created by	Application number	Application status
Joe Bloggs	100298	Draft
Licence number	Licence ID	The date from which the modifications are to apply to:
218494	130171	8-Mar-2023

Signed by:

Joe Bloggs	Rightholder	SMART BUSINESS LIMITED	207	8-Mar-2023 16:05
-----	-----	The Crown acting by and through the Chief Executive of the MBE	207	-----

Dates

The frequencies that apply to this licence are as follows:

Unwanted Emission Limits

The maximum power, destination of emissions, and horizontal radiation pattern permitted under this licence are as follows:

2. Review the details.
 - If you do not agree with this modification, click **Decline**.
 - Enter the reason for declining and click **OK**. The modify application is returned to the initiating party, (e.g. Rightholder) who will receive an email to advise the Form 8 has been declined by a Manager.
3. To authorise the modification, click **Approve**. You return to your *My Dashboard* screen and displays a message advising the next action for the Form 8, (e.g. your Form 8 application (Modify spectrum licence) has been submitted to the Registrar to review) unless it requires another confirmation.
 - If the Form 8 requires confirmation from another Manager, they will receive a task in their *My Dashboard* and repeat the steps above.

Note: If there is a Caveat on a licence being modified and after all parties have confirmed, RRF sends the **Form 8 Modify application** task to the relevant caveator for consent before it is sent to the Registrar for approval.

- Once approved by the Registrar, RRF will action the modification on the specified date and send a notification email to the parties.

The process ends

Certify or Confirm Multiple Applications

When you have more than one application to certify or to confirm, you can complete the certify or confirm action for all in one action rather than individually.

Certify multiple spectrum licences

1. Display your 'My Dashboard' screen and go to the **Tasks** area.

The screenshot shows the 'My Dashboard' interface. At the top, there are navigation tabs: Search, Apply/Create, Maintain, Pay Fees, and Reference Data. The main content area includes a welcome message, a 'Shortcuts' section with links to 'Apply/Create - Licence', 'Search - Clients', and 'Search - Licences', and a 'Tasks' section. The 'Tasks' section is expanded to show a list of tasks. The first task is highlighted in orange and has a blue radio button selected. A blue button labeled 'Enable Multi Select' is visible in the top right corner of the tasks list.

Date	Description	Due date	Actions
22-Nov-2022 15:07	Confirm licence Client ID: 600000 App. ID: 107339 Licence ID: 301258	20-Dec-2022	More Open
1-Feb-2023 10:34	Craft licence Client ID: 135563 App. ID: 107776 Licence ID: 301914	1-Mar-2023	More Open
2-Feb-2023 15:40	Certify licence Client ID: 506682 App. ID: 107793 Licence ID: 301946	2-Mar-2023	More Open
15-Feb-2023 14:56	Certify licence Client ID: 506682 App. ID: 107790 Licence ID: 301942	15-Mar-2023	More Open
15-Feb-2023 16:37	Confirm licence SMART BUSINESS LIMITED (506682) App. ID: 107900 Licence ID: 302060	15-Mar-2023	More Claim
20-Feb-2023 11:42	Certify licence SMART BUSINESS LIMITED (506682) App. ID: 107139 Licence ID: 301014	20-Mar-2023	More Open

2. Click **Enable Multi Select**. A radio button displays in front of each task.

The screenshot shows the 'Tasks' section with the 'Enable Multi Select' button now disabled and labeled 'Disable Multi Select'. The radio button next to the first task is now selected, and the 'More' and 'Open' buttons are visible for each task.

Date	Description	Due date	Actions
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1-Feb-2023 10:34	Craft licence Client ID: 135563 App. ID: 107776 Licence ID: 301914	1-Mar-2023	More Open
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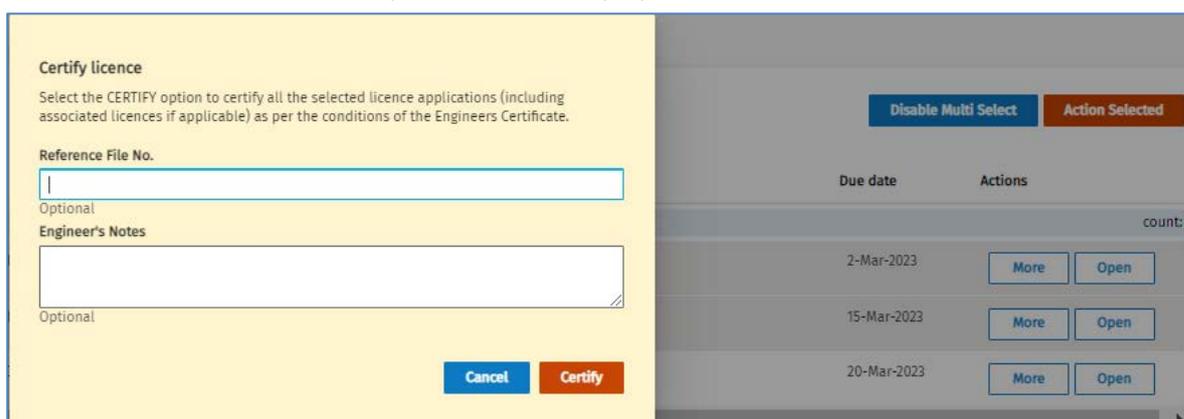
3. Click the radio button next to the first application to certify. Only those applications with the 'certify' call to action task will display to be selected.

- Select the other spectrum licences in the list you want to certify.



- If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.

- Click **Action Selected**. The Certify call to action displays.

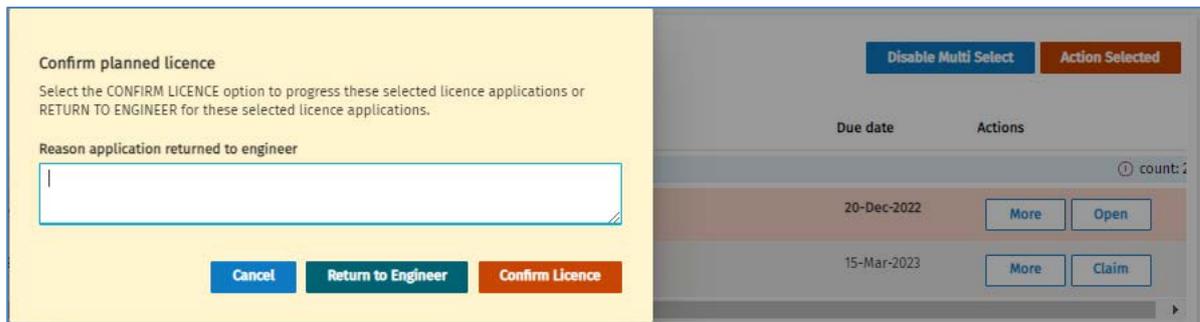


- Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate. Details entered in these fields will display on all selected applications.
- Click **Certify**. A message displays advising the selected applications are now certified.

Confirm (Approve) Multiple Spectrum Licences

Refer to the screen shots for Certify multiple spectrum licences above.

- Display your 'My Dashboard' screen and go to the **Tasks** area.
- Click **Enable Multi Select**. A radio button displays in front of each task.
- Click the radio button next to the first application to confirm. Only those applications with the 'confirm' call to action task will display to be selected.
 - Select the other spectrum licences in the list you want to confirm.
 - If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.
- Click **Action Selected**. The Confirm call to action displays.



- If the selected applications need to be returned to the engineer for re-work, enter details in the **Reason application returned to engineer** field, click **Return to Engineer** then click **OK**. The Engineer will receive a task in their *My Dashboard* screen for action.
5. Click **Confirm Licence**. A message displays to advise Form 8 has been confirmed for each licence and the next action.

Withdraw application to modify licence

You withdraw an application to modify a spectrum licence at any time prior to it being certified. This can be due to an error, or you no longer want to proceed.

1. In the *Modify Spectrum Licence* screen, click **Withdraw Application**.
 - You return to your *My Dashboard* screen. A message displays at the top of the screen to advise **Application has been withdrawn**.



- The application has been completely removed from the RRF. You will need to create your new modify licence application again, if required.

The process ends.