



Delete an associated licence from a fixed point-to-multipoint bi-directional licence

Approved persons (ARC, ARE) user guide

Version 2 | December 2014



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Introduction

This document details the process for [approved radio certifiers and engineers \(ARCs, AREs\)](#) to delete an associated licence from a fixed point-to-multipoint bi-directional licence in the [Register of Radio Frequencies \(the Register\)](#).

Explanation

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the Register. These steps should be performed in the correct order:


- Certain steps are followed by an image that demonstrates the onscreen result of that step
- Certain steps include links to other steps or sections within the document; these are designated using 'continue at'
- Clicking the section name or step number moves you directly to that section/step.

Requirements

- A licence application to modify the primary licence must have been created. See the guide [Create an application to add or modify a licence](#).
- You must be an approved radio engineer or certifier to perform this process
- You cannot delete an associated licence from a licence with only two outstations; in these situations, you must cancel the primary licence and create a new Point-to-point licence.

Technical Assistance

Comprehensive help is available to help ARCs and 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'](#). 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](#) describe the steps to take to complete each process
- Many fields include context-sensitive help. Clicking the help button  displays a description of the field and examples of the information that can be entered into the field.
- 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 Certifiers and 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).

Amendment history

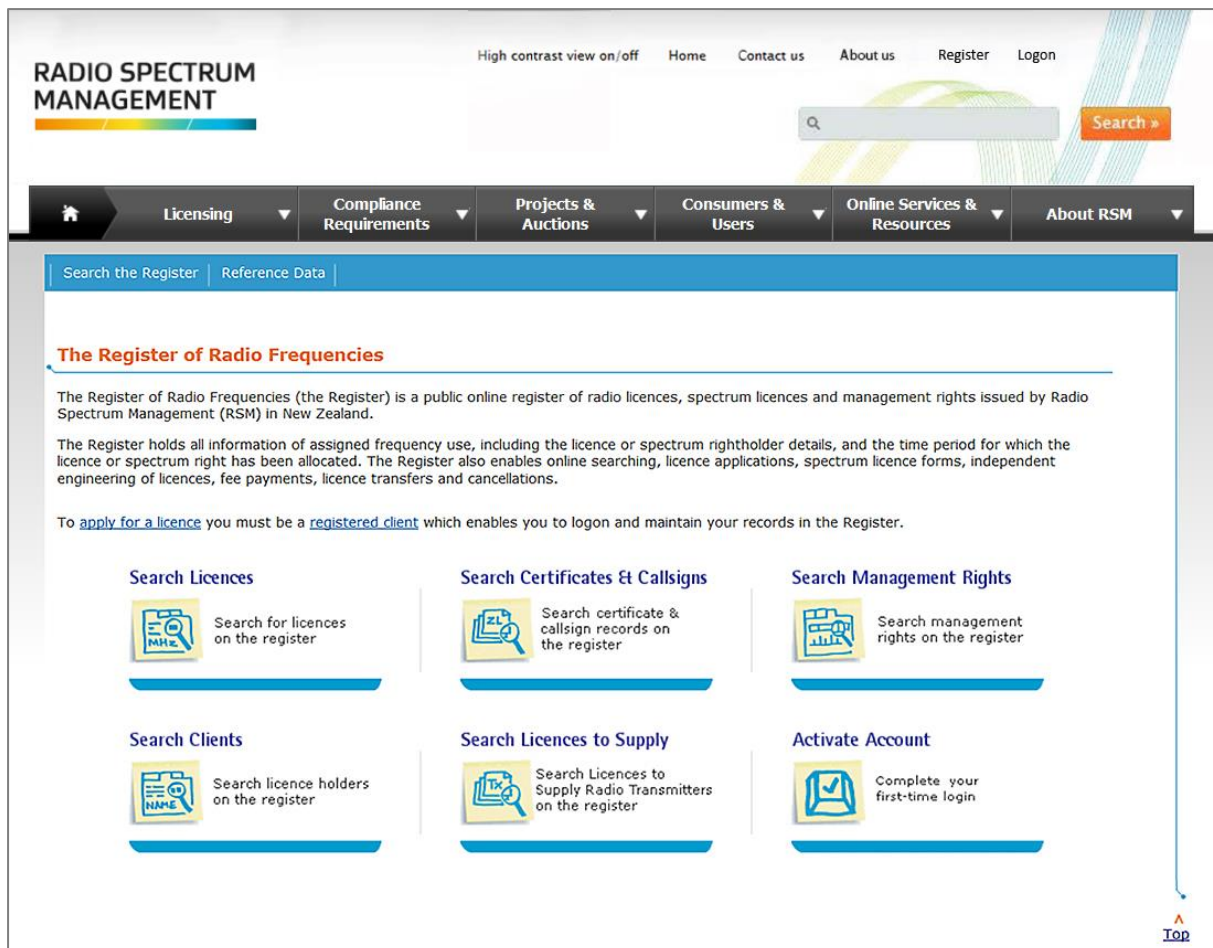
Version	Date	Details
1.0	January 2010	First version
2.0	December 2014	RSM branding and terminology changes

Deleting an Associated Licence

Once an application has been created to modify the primary (hub) licence of a fixed point-to-multipoint bi-directional licence, any associated licences can be deleted.

To delete an associated licence from a fixed point-to-multipoint bi-directional licence

1. Do one of the following:
 - If the application to modify the licence was created earlier, continue at [step 2](#) to view applications waiting on processing
 - If the application has just been created, continue at [step 8](#) to copy licence information.
2. Log into the Register at www.rsm.govt.nz/register/logon.



3. Do one of the following to display the *Applications Awaiting Processing* screen:
 - Choose **Licence Applications > Applications Awaiting Processing** on the menu
 - Click **Applications Awaiting Processing** on the Home page.

Applications Awaiting Processing

> Click on an Application Number to see further licence application details.

The list of licence applications can be further filtered and ordered, by selecting the appropriate criteria, followed by **Refresh**.

[Show Filter Criteria](#)

Displaying records 1 - 21 of 21 records found

App No	Licence Type	Client Id	Client Name	Status	App Date	Eng Notes	Reference
29864	Fixed - Point-to-multipoint - Bi-Directional	81961	Wireless Phones LTD	AWAITING ENG	19-Sep-2014 12:02:36		
29859	Fixed - Point-to-point	81961	Wireless Phones LTD	AWAITING ENG	18-Sep-2014 11:02:08		
29858	Fixed - Point-to-point	81961	Wireless Phones LTD	AWAITING ENG	18-Sep-2014 10:58:21		

Note: You can also view the applications waiting on processing by clicking the My Work tab located on the right.

- Click the number of the relevant application in the **App No** column. In this example, we click **29864**. The *Licence Application > Licence Summary* screen displays.

Note: The application number was noted when creating the application to modify the licence.

Licence Application 100% complete

Part A
[Basic Details](#) ✓
Part B
[Frequency Details](#) ✓
Part C
[Radiation Patterns](#) ✓
Part D
[Location-Specific Details](#) ✓
Summary
[Application Summary](#)

[Attach Documents](#)
[Event Summary](#)

Application Summary
 > Please revise the licence application details as required and press 'Enter Decision' to enter your decision.

Application Details	
Applicant	81961 Wireless Phones LTD
Physical Address	Level 1, CHORUS, 52 Oxford Terrace, CHRISTCHURCH, New Zealand.
Licence Contact	
Licence Contact email	
Licence Type	Modify Existing Licence No. 79682
Application Number	29864
Application Status	AWAITING ENG
Modification to Existing Licence No	79682
Application Date	19-Sep-2014
Fixed Term	No
Purpose of Service	Add associated licence
Proposed Power	
Number of Sets Required	1
Suppress Physical Address	No
Suppress Licence Details	No

Engineering Details	
Certification to be Performed By	A R Certifier

Licence Copy Application Enter Decision Back

- Record the original licence number for later use. In this example, **79682**.
- Click **Licence**. Either an authorisation message displays, or the *Licence Summary* screen displays.

IMPORTANT NOTE FOR ARE's and ARC's

As an approved radio engineer or certifier (ARE or ARC), you are authorised to search records that are withheld from general public viewing under the provisions of section 28 of the Radiocommunications Act 1989. Your LOGON will allow access to these records which are displayed in bold type. In using this search facility you accept that you:

- Must only use the information contained in withheld records for the purposes of engineering certification.**
- Must not download withheld records except for the purposes of engineering certification (including audit requirements).**
- Must preserve the secrecy of all withheld records.**

If you do not accept these conditions, the results will contain only Public records.

I Agree I Disagree

Note: The authorisation message only appears once when performing actions within the Register.

- If the authorisation message is displayed, click **I Agree** to display the *Licence Summary* screen.

Licence Summary

[Continue](#)
[Validate Data](#)
[Copy Licence](#)
[Back](#)

- > Event Summary
- > Basic Details
- > Classification
- > Radiation Pattern
- > Conditions

Basic Details

Licencee	81961 Wireless Phones LTD	Licence Status	Incomplete
Licence Type	Fixed Bi-directional Point-to-Multipoint	Fixed Term	No
Licence ID	145253	Commencement	19-Sep-2014
Application ID	29864	Expiry	
Licence Number		Fees Paid On	
Callsign		Annual Licence Fees	\$204.45
Assigned To	Certifier, A R	Paid up till	
		Anniversary Month	
		Primary Licence	Yes

Spectrum Details [Search](#)

Channel	Low (MHz)	High (MHz)	Ref. Freq. (MHz)	Power dBW (eirp)	Emission	Polarisation
- L2	1431.500000	1433.500000	1432.500000	13.0	2M00F7EJT	Vertical

Site Details - Transmit Location [Add](#)

Location Name	Grid Reference
- BIG HILL	170.9273800 -44.9818000

Site Details - Receive Location [Add](#)

Location Name	Grid Reference	MPIS
- DAVIDSON ROAD	170.6145490 -45.0019804	
- MT DASHER	170.6543214 -45.0549929	
- PISGAH DOWNS	170.5363561 -44.9904639	

Associations [Add](#)

Licence Id	Licence No.	Ref. Freq. (MHz)	Tx Location	Grid Reference	Retain?
19286	115079	1493.000000	DAVIDSON ROAD	170.614549 - 45.0019804	<input checked="" type="checkbox"/>
33038	132098	1493.000000	MT DASHER	170.6543214 - 45.0549929	<input checked="" type="checkbox"/>
19834	115080	1493.000000	PISGAH DOWNS	170.5363561 - 44.9904639	<input checked="" type="checkbox"/>

[Continue](#)
[Validate Data](#)
[Copy Licence](#)
[Back](#)

- Click **Copy Licence**. The *Search Licences* screen displays.

As the application is essentially a blank template, you must copy information from an existing licence into the application. We recommend copying information from the licence that was originally selected for update.

- Enter the original licence number into the **Licence Number** field. In this example, we enter **79682**.

Search Licences Back

> Enter the search criteria and press **Search**

Hide Search Criteria Search Clear

Licence Number	<input type="text" value="79682"/>	Application Number	<input type="text"/>
Licence ID	<input type="text"/>	Management Right ID	<input type="text"/>
Frequency (From)	<input type="text"/> MHz	Channel	<input type="text"/>
To Frequency	<input type="text"/> MHz	Callsign	<input type="text"/>
Licencee	<input type="text"/>	OR Client ID	<input type="text"/> Find
<input type="checkbox"/> Transmit Location	<input type="text"/>	OR Location ID	<input type="text"/> Find
Licence Type	Fixed Bi-directional Point-to-Multipoint	Licence Status	Current + Planned

Additional Criteria

Include Associated Licences

Certified By Date Type

System Identifier From Date To Date

Back

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

Search Licences

> Click on an entry to select the licence

Show Search Criteria

Licence ID	Licence No	Licencee	Channel	Ref.Freq. (MHz)	Location	Grid Reference	Licence Type	Status
<input checked="" type="radio"/> 28792	79682	Wireless Phones LTD	L1	1430.500000	TRIG 11071	174.5801322 -39.2113444	Fixed Bi-directional Point-to-Multipoint	Current

Select Back

11. Click **Select**. The licence information is copied into the application.

Licence Summary Continue Validate Data Copy Licence Back

- > Event Summary
- > Basic Details
- > Classification
- > Radiation Pattern
- > Conditions

Basic Details

Licensee	81961 Wireless Phones LTD	Licence Status	Incomplete
Licence Type	Fixed Bi-directional Point-to-Multipoint	Fixed Term	No
Licence ID	145253	Commencement	23-Sep-2014
Application ID	29864	Expiry	
Licence Number		Fees Paid On	
		Annual Licence Fees	\$204.45
Callsign		Paid up till	
		Anniversary Month	
Assigned To	Certifier, A R	Primary Licence	Yes

Spectrum Details Search

Channel	Low (MHz)	High (MHz)	Ref. Freq. (MHz)	Power dBW (eirp)	Emission	Polarisation
L1	1429.500000	1431.500000	1430.500000	3.4	2M00Q7WJT	Vertical

Site Details - Transmit Location Add

Location Name	Grid Reference
TRIG 11071	174.5801322 -39.2113444

Site Details - Receive Location Add

Location Name	Grid Reference	MPIS
MARCO POINT	174.7256295 -39.1028714	
MATAU SCHOOL	174.5627163 -39.1593290	
PUNIWHAKAU	174.6405281 -39.3140960	
STRATHMORE EXCHANGE	174.5688570 -39.2745750	
TAWHIWHI	174.6277006 -39.1665115	

Associations Add

Licence Id	Licence No.	Ref. Freq. (MHz)	Tx Location	Grid Reference	Retain?
28793	79683	1491.000000	MARCO POINT	174.7256295 -39.1028714	<input checked="" type="checkbox"/>
28796	79686	1491.000000	MATAU SCHOOL	174.5627163 -39.1593290	<input checked="" type="checkbox"/>
28800	79690	1491.000000	PUNIWHAKAU	174.6405281 -39.3140960	<input checked="" type="checkbox"/>
28798	79688	1491.000000	STRATHMORE EXCHANGE	174.5688570 -39.2745750	<input checked="" type="checkbox"/>
28799	79689	1491.000000	TAWHIWHI	174.6277006 -39.1665115	<input checked="" type="checkbox"/>


Continue Validate Data Copy Licence Back

12. Clear the **Retain** check box of the associated licence you want to delete.

Important! You must ensure that the check box of the associated licence you want to delete is clear. That is, it is NOT selected.

Associations Add






Licence Id	Licence No.	Ref. Freq. (MHz)	Tx Location	Grid Reference	Retain?
28793	79683	1491.000000	MARCO POINT	174.7256295 -39.1028714	<input type="checkbox"/>
28796	79686	1491.000000	MATAU SCHOOL	174.5627163 -39.1593290	<input checked="" type="checkbox"/>
28800	79690	1491.000000	PUNIWHAKAU	174.6405281 -39.3140960	<input checked="" type="checkbox"/>
28798	79688	1491.000000	STRATHMORE EXCHANGE	174.5688570 -39.2745750	<input checked="" type="checkbox"/>
28799	79689	1491.000000	TAWHIWHI	174.6277006 -39.1665115	<input checked="" type="checkbox"/>

13. Click **Remove**  next to the receive location of the licence you want to delete in the 'Spectrum Details' section. The record is deleted from the primary licence. In this example, we remove **MARCO POINT**.





Note 1: The name of the receive location and the associated licence you want to delete should be the same.

Note 2: You must cancel the primary licence and create a new Point-to-point licence if the licence has only two outstations.

Spectrum Details: Receive location record

Site Details - Receive Location Add		
Location Name	Grid Reference	MPIS
 MARCO POINT	174.7256295 -39.1028714	
 MATAU SCHOOL	174.5627163 -39.1593290	
 PUNIWHAKAU	174.6405281 -39.3140960	
 STRATHMORE EXCHANGE	174.5688570 -39.2745750	
 TAWHIWHI	174.6277006 -39.1665115	

Spectrum Details: Receive location record deleted

Site Details - Receive Location Add		
Location Name	Grid Reference	MPIS
 MATAU SCHOOL	174.5627163 -39.1593290	
 PUNIWHAKAU	174.6405281 -39.3140960	
 STRATHMORE EXCHANGE	174.5688570 -39.2745750	
 TAWHIWHI	174.6277006 -39.1665115	

14. If required, repeat [steps 12](#) and 13 to delete additional associated licences.

15. Click **Continue** to display the *Licence Application > Application Summary* screen displays again.

Note: Any new information is validated whenever you click **Continue**.

Licence Application 100% complete

[Licence](#) [Copy Application](#) [Enter Decision](#) [Back](#)

Part A
[Basic Details](#) ✓
Part B
[Frequency Details](#) ✓
Part C
[Radiation Patterns](#) ✓
Part D
[Location-Specific Details](#) ✓
Summary
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[Attach Documents](#)
[Event Summary](#)

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Proposed Power	
Number of Sets Required	1
Suppress Physical Address	No
Suppress Licence Details	No

Engineering Details

Certification to be Performed By	A R Certifier
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[Licence](#) [Copy Application](#) [Enter Decision](#) [Back](#)

16. See the guide [Certify and confirm a radio or spectrum licence](#) to complete the licencing process.

The process ends.