

RADIO SPECTRUM MANAGEMENT



Create a radio licence

Approved persons (ARC, ARE) user guide

Version 1.00 | March 2023



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

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Introduction

This document details the process for [Approved Radio Certifiers and Engineers \(ARCs, AREs\)](#) to create a new radio licence in the [Register of Radio Frequencies \(the RRF\)](#).

Explanation

This document outlines processes for creating common types of non-engineered and engineered radio licences. You would follow the same steps to complete other radio licence types.

When requirements have been met and the fee paid, the licence will then become current and display on the Register.

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 or Certifier to perform this process.

Technical Assistance

Comprehensive help is available to help you 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](#) on the RSM Website. 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 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).

Licence Agency Consideration

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

Amendment history

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

Create a Radio Licence

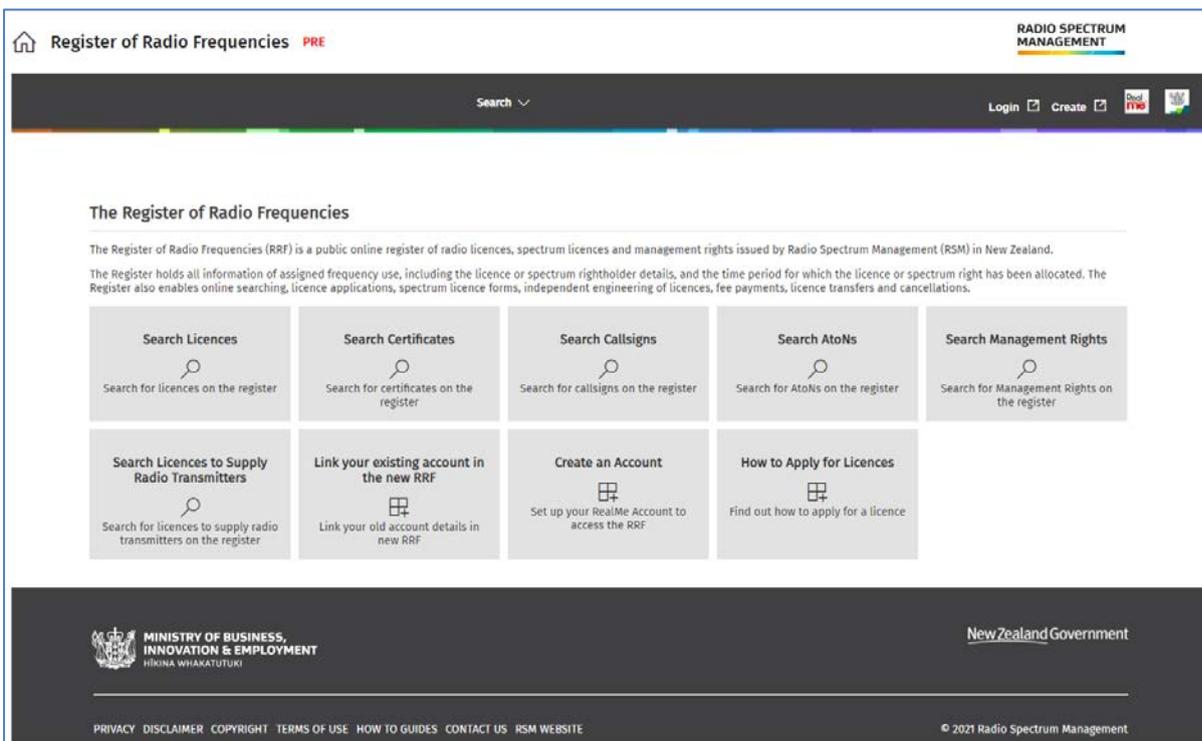
An Approved radio certifier and engineer can create new licences for their clients. Before a new licence can be added, you must create a new licence application. The application generates the communications that keep you informed of the changes.

This document describes how to login to the Radio Frequencies (the RRF) and search for a client. It then outlines examples of how to create non-engineered and engineered licences.

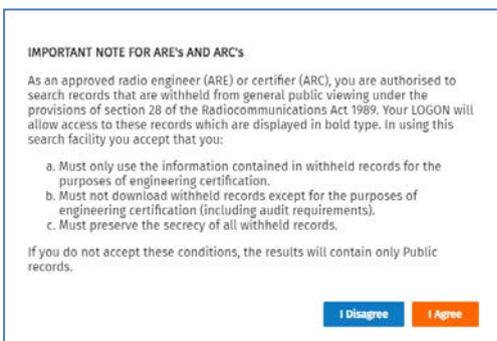
Login to the RRF

Before creating a new licence application, you must login to the Register of Radio Frequencies (the RRF).

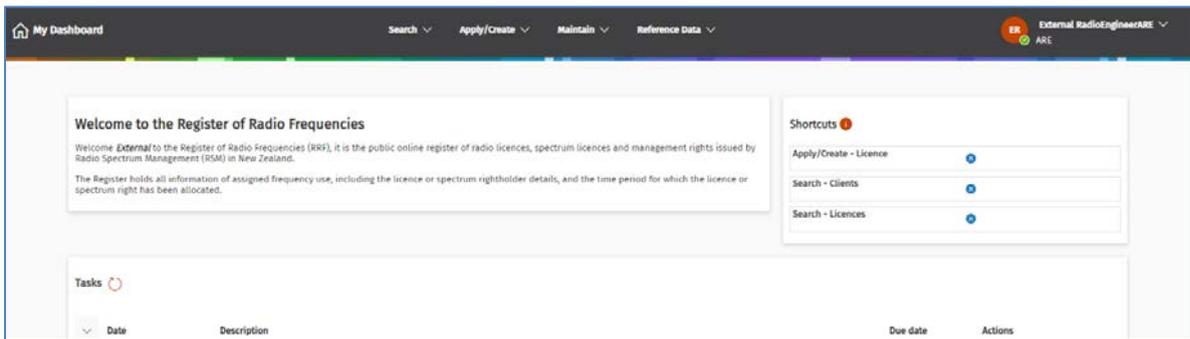
1. From the Radio Spectrum Management (RSM) website, select **Register of Radio Frequencies (RRF)** link to display the Register of Radio Frequencies (RRF).



2. Click **Login** and log in to the Register of Radio Frequencies (the RRF) using RealMe. An authorisation message displays.



3. Click **I Agree**. The *My Dashboard* screen displays.



4. Do one of the following:
 - If you don't know the number for your client, go to [Search for a client](#).
 - If you know the number of your client, go to the next step.
5. Create your radio licence application by following the steps in the example that is relevant to the type of licence you require:
 - Non-engineered radio licence applications examples include:
 - [Create a Maritime licence](#)
 - [Create an Aeronautical licence](#)
 - [Create a Land Mobile – General Channel licence](#)
 - Engineered radio licence application example includes:
 - [Create a Microwave Fixed Point-to-Point Bi-directional Licence](#)

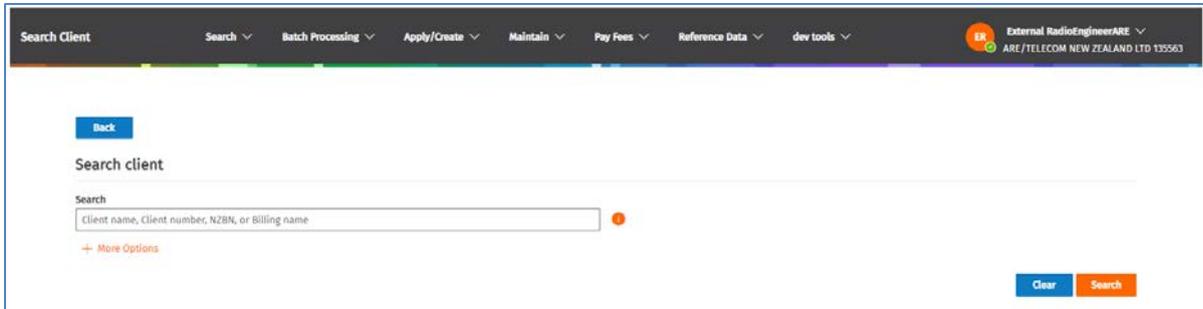
Note: While creating a licence application you can do the following:

- If you find an error in a submitted licence application or you don't want to continue with the application, you can withdraw it. Refer to [Withdraw a Licence Application](#).
Note: You can only withdraw an application before paying the fee.
- If you cannot complete payment for a submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to [Pay a licence](#) in the RSM Website.
- If the client will complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise them the licence application is ready for payment.

Search for a client

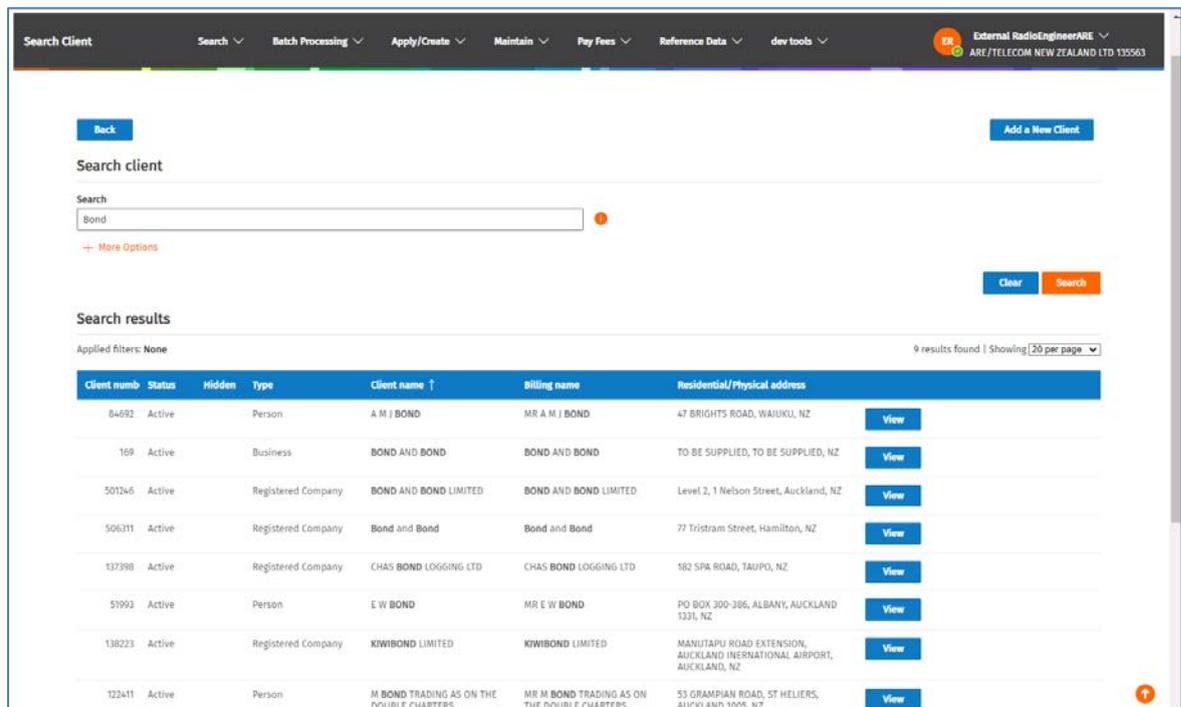
If you don't already have the number for your client, then you need to search for the client to obtain their client number. You must login to RRF to search for clients.

1. Select **Search > Clients** to display the *Search Client* screen.



The *Client Search* screen functions as follows:

- You can search by client number, client name, NZBN number or billing name.
 - Entering less information in the search criteria returns more results.
 - There may be more than one client number for the same client. You must have the correct client number when creating a licence.
2. Enter part of the **Client name** in the **Search** field for the client to which you want to issue the licence. You can also use the billing name or NZBN number.
Note: Searching by client number is the recommended searching method.
 3. Click **Search**. The search results display.



Client numb	Status	Hidden	Type	Client name ↑	Billing name	Residential/Physical address	
84692	Active		Person	A M J BOND	MR A M J BOND	47 BRIGHTS ROAD, WAIUKU, NZ	View
169	Active		Business	BOND AND BOND	BOND AND BOND	TO BE SUPPLIED, TO BE SUPPLIED, NZ	View
501246	Active		Registered Company	BOND AND BOND LIMITED	BOND AND BOND LIMITED	Level 2, 1 Nelson Street, Auckland, NZ	View
506311	Active		Registered Company	Bond and Bond	Bond and Bond	77 Tristram Street, Hamilton, NZ	View
137398	Active		Registered Company	CHAS BOND LOGGING LTD	CHAS BOND LOGGING LTD	182 SPA ROAD, TAUPO, NZ	View
51993	Active		Person	E W BOND	MR E W BOND	PO BOX 300-286, ALBANY, AUCKLAND 1331, NZ	View
138223	Active		Registered Company	KWIBOND LIMITED	KWIBOND LIMITED	MANUTAPU ROAD EXTENSION, AUCKLAND INTERNATIONAL AIRPORT, AUCKLAND, NZ	View
122411	Active		Person	M BOND TRADING AS ON THE DOUBLE CHARTERS	MR M BOND TRADING AS ON THE DOUBLE CHARTERS	53 GRAMPIAN ROAD, ST HELIERS, AUCKLAND 1005, NZ	View

- If required, click **View** and review the client's record to check you have the correct client.
- Copy the client number to the clipboard.

Create a Maritime Licence

Once you have identified the correct client, you can continue to create the application for a new licence.

1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.

2. Enter the client number or name of the client into the **Client** field and select their name from the list that displays. The client details display below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to [Search for a client](#).
3. Select **Maritime** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the additional field and select from the list, (e.g. Ship). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Ship – Voluntary).
4. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.
5. Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.

Apply for a New Licence Search Batch Processing Apply/Create Maintain Pay Fees Reference Data dev tools External RadioEngineerARE ARE TELECOM NEW ZEALAND LTD 135963

Back Submit

Client details

Client *
 PORT TARANAKI LIMITED (1526) x

Residential/Physical address
 1ST FLOOR ADMINISTRATION BUILDING, PORT TARANAKI, MOTUROA, NEW PLYMOUTH, NZ

Email
 chris.zawodny@med.govt.nz

Basic details

Licence type *
 Maritime

Ship

Ship - Voluntary

Fixed term

Commencement date:
 30-May-2022

Anniversary month *
 December

6. Complete the Ship callsign details:

- Select the **Equipment type** option, (e.g. **MF/HF & VHF**).
- If required, tick each check box next the additional option(s) that display. You can leave these unticked (as above).
- Enter the **Vessel Name**.
- Enter the callsign you want to use in the **Callsign** field (if you have one). You can leave this blank, and you will be automatically assigned a callsign and MMSI.

December

Ship callsign details

Equipment type *

MF/HF (SSB) only

MF/HF & VHF

VHF only

Handheld VHF only

INMARSAT Satellite C communications equipment fitted?

Selective Call Number (SCN) required?

Vessel Name *
 POPEYE

Callsign *

MMSI

7. Upload the **Maritime Vessel Safety Form** document to the record.

- Click **Upload**.
- Locate the file and either:
 - drag and drop it to the **Maritime Vessel Safety Form** area, or
 - select the file and click **Open**.
- RRF checks the file before uploading it to RRF. A message displays to advice whether the file has uploaded successfully.
- The name of the successfully uploaded file displays in the **Upload** area.

December

Ship callsign details

Equipment type *

MF/HF (SSB) only
 INMARSAT Satellite C communications equipment fitted?

MF/HF & VHF
 Selective Call Number (SCN) required?

VHF only

Handheld VHF only

Vessel Name *

POPEYE

Callsign *

MMSI

-

Maritime Vessel Safety Form *

Drag and drop files here to upload them or click the upload button to choose a file.

RRF Maritime Vessel Safety Form.pdf

Upload Upload complete

MMSI for craft associated to parent ship *

+ Add

Ref	Parent ship craft MMSI

Back Submit

8. Click **Submit**.

- If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. Correct the error (it will be identified) and click **Submit**.
- If successful, the *Licence Summary* screen displays with a message at the top to advise the licence application has been submitted. A second message then displays requesting you to pay.

Licence Summary

Search Apply/Create Maintain Pay Fees Reference Data Investigations Correspondence RSM dev tools

Jeremy Logan Licensing manager

The Licence Application has been submitted

Back Create audit Show on map Withdraw Application

This is a planned licence on the Register. Select [Pay Now] to pay the required fees to complete the registration process. Alternatively, select [Create Invoice] to create an invoice.

Invoice Reference Create Invoice Pay Now

Client details ^

Client number	Client name	Email address
1526	PORT TARANAKI LIMITED	chris.zawodny@med.govt.nz

+ More

Application details ^

Application number	Application status	Application date
100032	Planned	16-Mar-2022

+ More

Basic licence details ^

Licence ID	Licence number	Licence status	Licence reference
300032	-	Planned	-

Licence type
Maritime/Ship/Ship - Voluntary (M3)

Equipment type INMARSAT Satellite C communications equipment fitted? Selective Call Number (SCN) required?

Note: If the client's default method of payment was direct debit, the **Invoice Reference** field and **Create Invoice** button will not display.

9. Review details of the submitted application to check they are correct. It has the status of **Planned**.

- If there are any errors that need correcting, you can withdraw the application and start again. Refer to [Withdraw a Licence Application](#).
- If you are authorised to pay the licence fee on behalf of your client and can pay it now, refer to [Pay a licence](#) in the RSM Website

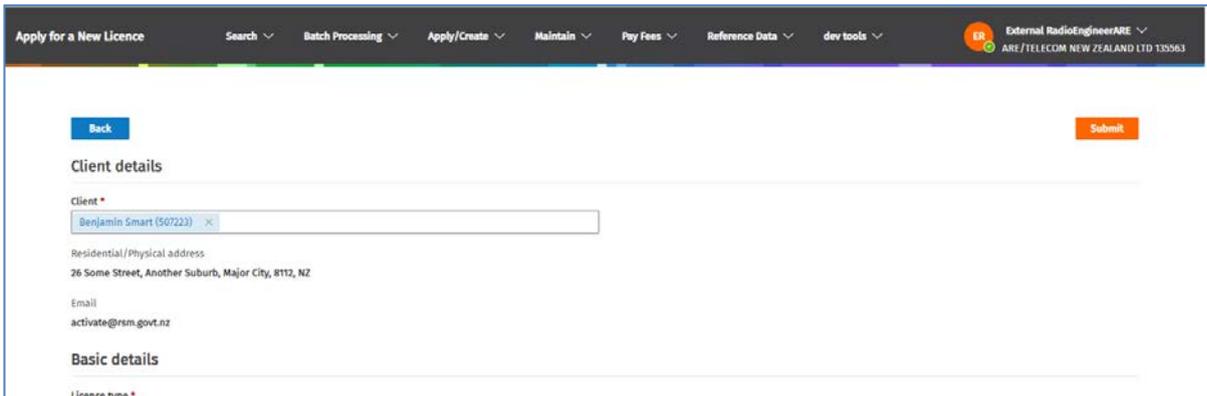
- If you are authorised by your client but cannot complete payment for the submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to [Pay a licence](#) in the RSM Website
- If your client is to complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise the licence application is ready for payment.

The process ends.

Create an Aeronautical Licence

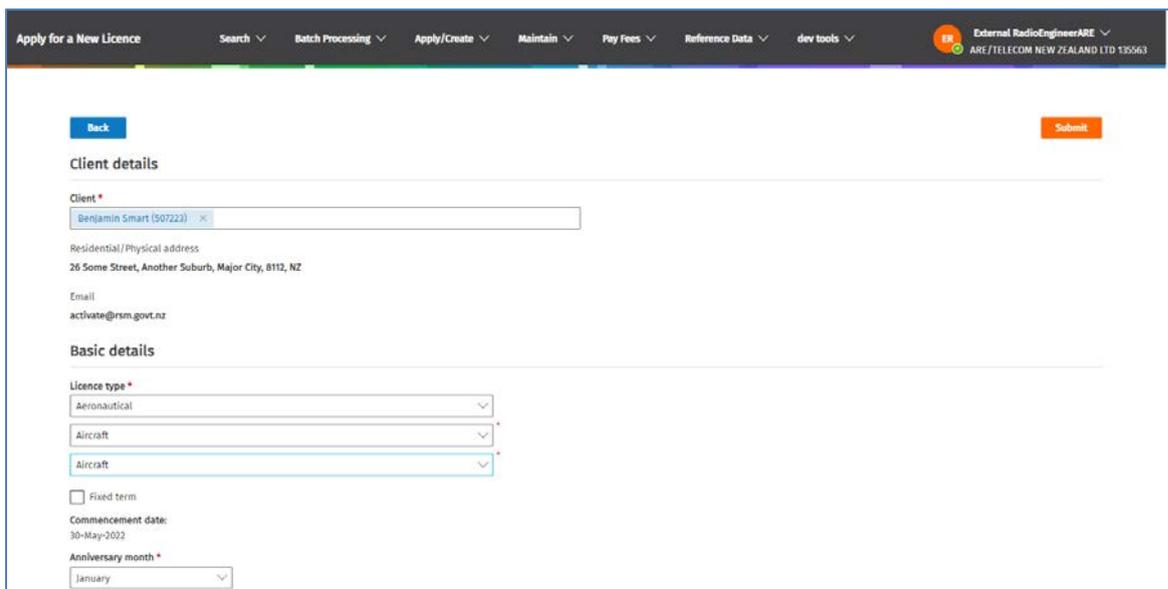
Once you have identified the correct client, you can continue to create the application for a new licence.

1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.
2. Enter the client number or name of the client into the **Client** field and select their name from the list that displays. The client details display below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to [Search for a client](#).



The screenshot shows the 'Apply for a New Licence' form. The 'Client' field is populated with 'Benjamin Smart (507223)'. Below it, the 'Residential / Physical address' is '26 Some Street, Another Suburb, Major City, 8112, NZ' and the 'Email' is 'activate@rsm.govt.nz'. The 'Basic details' section is partially visible, showing the 'Licence type' field.

3. Select **Aeronautical** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the blank mandatory field below **Licence type** and select from the list, (e.g. Aircraft).
 - Click in the next blank mandatory field and select from the list, (e.g. Aircraft). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Aircraft).



The screenshot shows the 'Apply for a New Licence' form with the 'Licence type' dropdown set to 'Aeronautical'. Below it, there are three mandatory dropdown fields, each with 'Aircraft' selected. There is also a 'Fixed term' checkbox which is unchecked. The 'Commencement date' is '30-May-2022' and the 'Anniversary month' is 'January'.

4. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.

- Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.
- Enter the **Callsign** you require.

- Click **Submit**.

- If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. For example, if the callsign you entered has already been used you are requested to enter a different one and lists available callsigns:

- Enter one of the callsigns listed and click **Submit**.
- If successful, the *Licence Summary* screen displays with a message at the top to advise the licence application has been submitted. A second message then displays requesting you to pay.

Client details ^			
Client number	Client name	Email address	
907223	Benjamin Smart	benjaminmart@someisp.co.nz	
+ More			

Application details ^		
Application number	Application status	Application date
100031	Planned	16-Mar-2022
Licence type Aeronautical/Aircraft/Aircraft (A1)		
+ More		

Basic licence details ^			
Licence ID	Licence number	Licence status	Licence reference
300031	-	Planned	-
Licence type Aeronautical/Aircraft/Aircraft (A1)			Callsign
			ZKAAG
Fixed term			
No			
Commencement date	Expiry date	Cancellation date	Granted date
16-Mar-2022	-	-	-

Note: If the client’s default method of payment was direct debit, the **Invoice Reference** field and **Create Invoice** button will not display.

- Review details of the submitted application to check they are correct. It has the status of **Planned**.

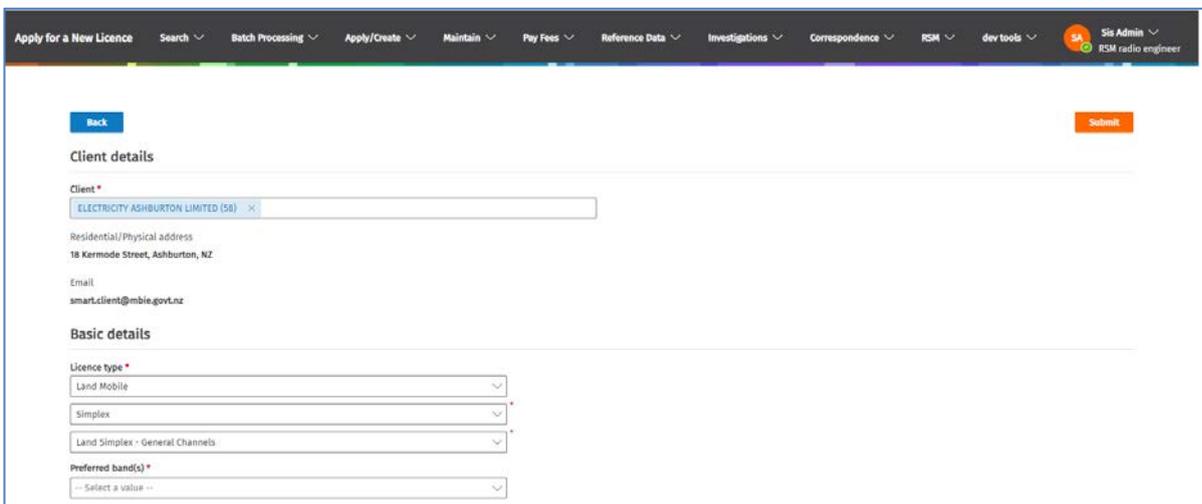
- If there are any errors that need correcting, you can withdraw the application and start again. Refer to [Withdraw a Licence Application](#).
- If you are authorised to pay the licence fee on behalf of your client and can pay it now, refer to [Pay a licence](#) in the RSM Website.
- If you are authorised by your client but cannot complete payment for the submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to [Pay a licence](#) in the RSM Website.
- If your client is to complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise the licence application is ready for payment.

The process ends.

Create a Land Mobile - General Channel Licence

You can create an application for a Land Mobile licence for up to 10 general simplex channels without having to engage an Approved Radio Certifier (ARC) or an Approved Radio Engineer (ARE).

1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.
2. Enter the client number or name of the client into the **Client** field and select their name from the list that displays. The client details display below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to [Search for a client](#).
3. Select **Land Mobile** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the additional field and select from the list, (e.g. Simplex). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Land Simplex – General Channels).



The screenshot shows a web application interface for creating a licence. The top navigation bar includes links for 'Apply for a New Licence', 'Search', 'Batch Processing', 'Apply/Create', 'Maintain', 'Pay Fees', 'Reference Data', 'Investigations', 'Correspondence', 'RSM', and 'dev tools'. A user profile for 'Sis Admin' is visible in the top right. The main form area is titled 'Client details' and contains a 'Client' field with a dropdown menu showing 'ELECTRICITY ASHBURTON LIMITED (50)'. Below this, the residential/physical address is '18 Kermode Street, Ashburton, NZ' and the email is 'smart.client@mbie.govt.nz'. The 'Basic details' section includes a 'Licence type' dropdown set to 'Land Mobile', a 'Simplex' dropdown, a 'Land Simplex - General Channels' dropdown, and a 'Preferred band(s)' dropdown with the text '-- Select a value --'.

4. Click in the **Preferred band(s)** field and select the band from the list, (e.g. Land Mobile “C” Band). Only bands applicable to the licence type are listed. This is a multi-selection field, so you can select more than one band, (e.g. Land Mobile “C” Band, Land Mobile “D” Band).

Note: If you selected a band that requires LA approval, (e.g. HF AM (Radio), Amateur Repeater), your licence application will be automatically sent to the LA when submitted. You will receive advice of the outcome by email and in your *My Dashboard* screen.

5. Click in the **Channels** field and select the channel you require for each Band from the list. Only general channels relative to the selected type of licence will display. Some channels indicate the channel loading, (e.g. FNX125 (15 Existing Licences)), to advise the number of existing licences using that channel.

Basic details

Licence type *

Land Mobile

Simplex

Land Simplex - General Channels

Preferred band(s) *

449.75 - 450 MHz (Land Mobile "C" Ba... × 458.3375 - 458.54 MHz (Land Mobile "... ×

-- Select a value --

449.75 - 450 MHz (Land Mobile "C" Band)

Channels *

CNXX18 (3 Existing Licences) × -- Select a value --

458.3375 - 458.54 MHz (Land Mobile "D" Band)

Channels *

DNXX12 × -- Select a value --

Purpose of the service

Fixed term

Commencement date:

1-Jun-2022

Anniversary month *

May

Additional information

Note: When you select more than one band (in the **Preferred band(s)** field), a separate **Channel** field displays for to each band and you will need to select the channel(s) for each.

6. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.
7. Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.
8. Complete the **Land Simplex** details:
 - Enter the **Number of Sets** required, (e.g. 5).
 - Select the **Location** from the list, (e.g. All New Zealand).

Preferred band(s) *

449.75 - 450 MHz (Land Mobile "C" Ba... × 458.3375 - 458.54 MHz (Land Mobile "... ×

-- Select a value --

449.75 - 450 MHz (Land Mobile "C" Band)

Channels *

CNXX18 (3 Existing Licences) × -- Select a value --

458.3375 - 458.54 MHz (Land Mobile "D" Band)

Channels *

DNXX12 × -- Select a value --

Purpose of the service

Fixed term

Commencement date:

1-Jun-2022

Anniversary month *

May

Additional information

Land simplex details

Number of sets *

3

Site details - transmit location

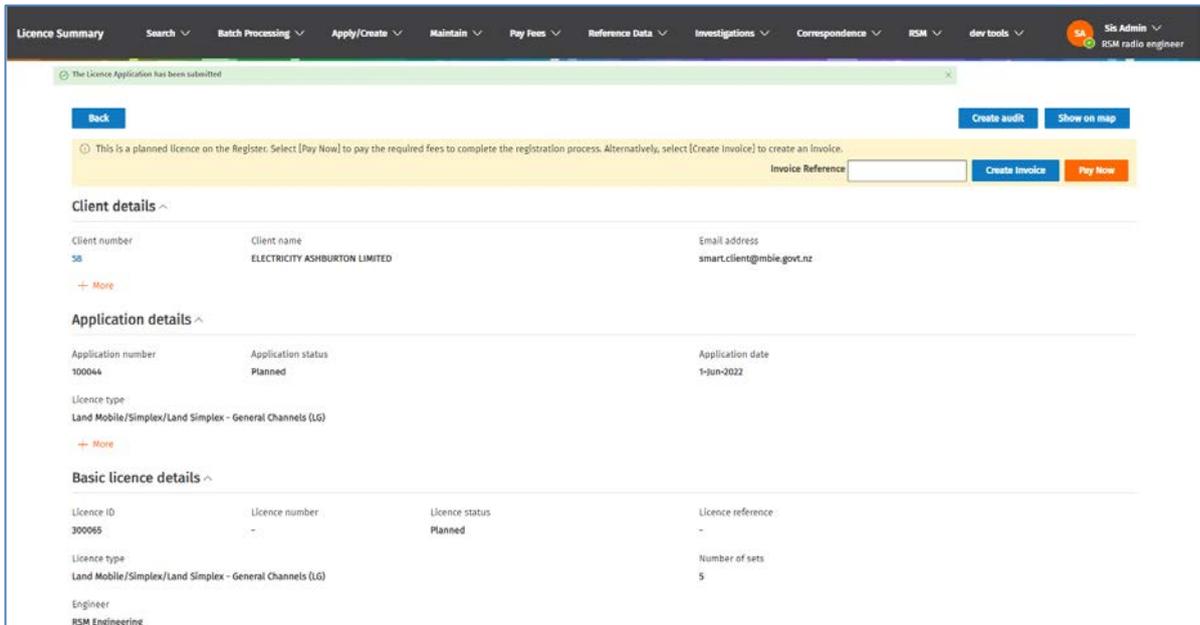
Location *

All New Zealand

[Back](#) [Submit](#)

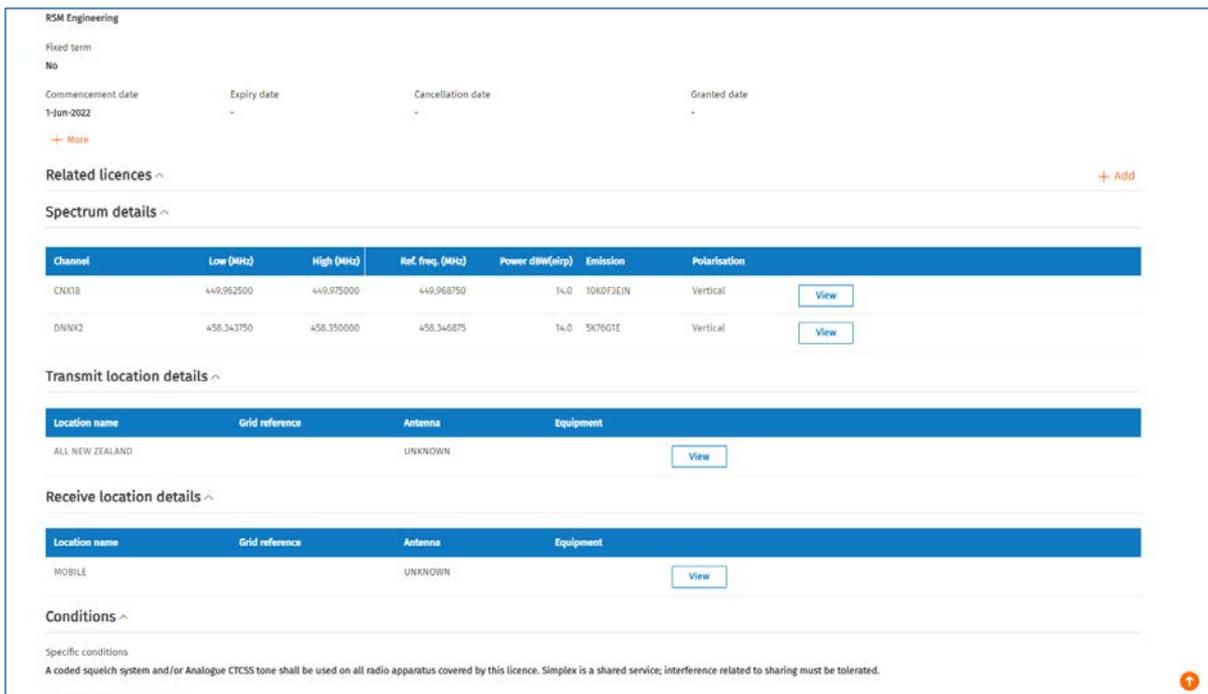
9. Click **Submit**.

- If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. Correct the error (it will be identified) and click **Submit**.
- If successful, the *Licence Summary* screen displays with a message at the top to advise the licence application has been submitted. A second message then displays requesting you to pay.



Note: If the client’s default method of payment was direct debit, the **Invoice Reference** field and **Create Invoice** button will not display.

10. Review details of the submitted application to check they are correct and that you are happy with the channel(s) selected. It has the status of **Planned**.



- If there are any errors that need correcting, you can withdraw the application and start again. Refer to [Withdraw a Licence Application](#).

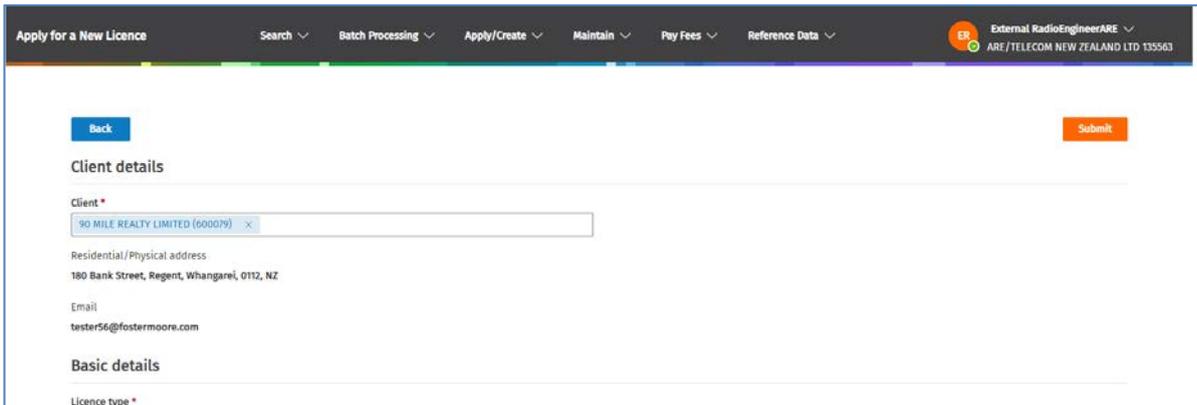
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- If you are authorised by your client but cannot complete payment for the submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to [Pay a licence](#) in the RSM Website.
- If your client is to complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise the licence application is ready for payment.

The process ends.

Create a Microwave Fixed Point-to-Point Bi-directional Licence

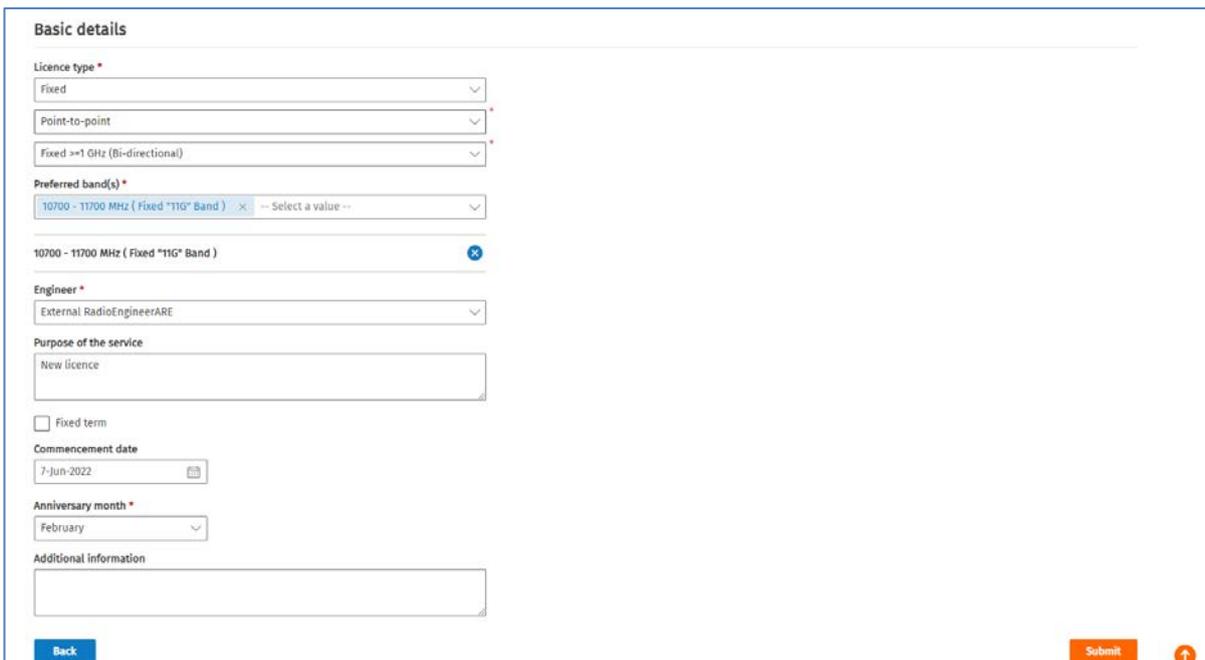
This type of licence requires the ARE or ARC to craft the licence for their client.

1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.
2. Enter the client number in the **Client** field and select their name from the list. Their client details display in the fields below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to [Search for a client](#).



The screenshot shows the 'Apply for a New Licence' form. At the top, there is a navigation bar with 'Apply/Create' selected. The form is titled 'Apply for a New Licence' and has a 'Back' button on the left and a 'Submit' button on the right. Under 'Client details', the 'Client' field is populated with '90 MILE REALTY LIMITED (600079)'. Below this, the residential/physical address is '180 Bank Street, Regent, Whangarei, 0112, NZ' and the email is 'tester56@fostermoore.com'. The 'Basic details' section shows the 'Licence type' field.

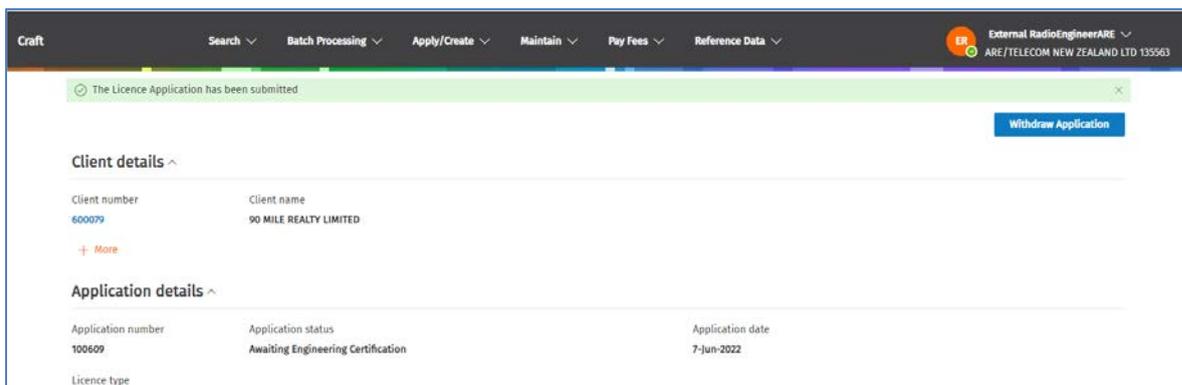
3. Select **Fixed** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the additional field and select from the list, (i.e. Point-point). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Fixed \geq 1 GHz (Bi-directional)).
4. Click in the **Preferred band(s)** field and select the band from the list, (e.g. 10700 – 11700 MHz (Fixed "11G" Band)). Only bands applicable to the selected licence type are listed. This is a multi-selection field so you can select more than one band, if required.



The screenshot shows the 'Basic details' section of the form. The 'Licence type' field is set to 'Fixed'. Below it, the 'Point-to-point' field is selected. The 'Fixed \geq 1 GHz (Bi-directional)' field is also selected. The 'Preferred band(s)' field is multi-select and contains '10700 - 11700 MHz (Fixed "11G" Band)'. The 'Engineer' field is set to 'External RadioEngineerARE'. The 'Purpose of the service' field is 'New licence'. There is a 'Fixed term' checkbox which is unchecked. The 'Commencement date' is '7-Jun-2022'. The 'Anniversary month' is 'February'. There is an 'Additional information' text area at the bottom. 'Back' and 'Submit' buttons are at the bottom of the form.

5. Enter the **Purpose of the service**, (e.g. New licence), if required.

6. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.
7. Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.
8. Click **Submit**.
 - If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. Correct the error (it will be identified) and click **Submit**.
 - If successful, the *Craft* screen displays with a message at the top to advise the licence application has been submitted. Go to [Craft the Point-to-point Bi-directional Licence](#).



Note: If you selected a band that requires LA approval, (e.g. HF AM (Radio), Amateur Repeater), you remain in the *Apply for a new licence* screen. A message displays at the top of the screen to advise the licence application has been submitted and the application status is now **Awaiting Licencing Agency Recommendation**.

- Once the LA has reviewed your application you will receive an email advice and the application will display in your *My Dashboard* screen for action.
- If the LA **Declined**, you remain in the *Apply for a new licence*' screen. Change the details on the application and submit again.
- If the LA **Approved**, the *Craft* screen displays. Go to [Craft the Point-to-point Bi-directional Licence](#).

Craft the Point-to-point Bi-directional Licence

Once you submit your licence application or after the LA has approved the band(s) you selected, the *Craft* screen displays and takes you to the **Basic licence details** section to complete.

Before licence can be certified you must complete all five (5) crafting sections. As you indicate each section is complete, (i.e. Done), a ticked green icon displays next to the section heading. You can make edits to the data in any completed section before making payment.

Note: You can withdraw the licence at any time until the licence has been certified. Refer to [Withdraw a Licence Application](#).

Craft the basic licence details

1. Scroll down the *Craft* screen to view the **Basic licence details**. The only mandatory field is **Licence classification**.

Application details ^

Application number	Application status	Application date
100609	Awaiting Engineering Certification	7-Jun-2022

Licence type
Fixed / Point-to-point / Fixed >=1 GHz (Bi-directional) (F)
[+ More](#)

[Copy Licence](#)

Basic licence details [Done](#) ^

Licence ID	Licence number	Licence status
300857	-	Incomplete

Licence reference

Licence type
Fixed / Point-to-point / Fixed >=1 GHz (Bi-directional) (F) [Change licence type](#)

System ID
 Start typing to search for a system ID

CSY code	Description
-	-

Licence classification *
 Transmit with Receive Protection

Engineer
External RadioEngineerARE (AREB002) [Re-assign](#)

Fixed term

Commencement date
 7-Jun-2022

Anniversary month *
 February

Annual licence fees
\$150.00

[Cancel](#) [Save](#) [↑](#)

- If required, update or add any information and click **Save**.
2. Click **Done**. The screen refreshes and displays a ticked green icon next to Basic licence indicating it has been completed and you are taken to the next section, (i.e. Spectrum details).

Craft the Spectrum details

You now craft the spectrum details for the licence.

Application details ^

Application number: 100609 Application status: Awaiting Engineering Certification Application date: 7-Jun-2022

License type: Fixed/Point-to-point/Fixed >+1 GHz (Bi-directional) (F)

+ More

Copy Licence

Basic licence details Continue crafting

Spectrum details Done

Search for a spectrum record

Start typing to search for a spectrum record

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
+ Show radiation patterns						
Transmit location details Done						
Receive location details Done						
Conditions Done						

File note and attachment + Add

- In the **Spectrum details** section, begin entering the channel you require in the **Search for a spectrum record** field, (e.g. 11G2). Select the channel you require from the list. It displays under **Spectrum details**.

Spectrum details Done

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
11G2	10735.000000	10775.000000	10755.000000	0.0	+0M0f7WWX	Non-specific

View Remove

- Click **View** and complete the mandatory fields to update the spectrum information. For example:
 - Select the frequency in the **Polarisation** field list, (e.g. Vertical).
 - Update the **Power dBW (eirp)** field, (e.g. 30).
 - Change the frequency in the **Emissions** field, (e.g. 40m0d7wwx).

Basic licence details Continue crafting

Spectrum details Done

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
11G2	10735.000000	10775.000000	10755.000000	0.0	+0M0f7WWX	Non-specific

View Remove

Spectrum details

Spectrum type: Channel Spectrum status: Pending Service type: Fixed Polarisation: Vertical

Start date: 7-Jun-2022 End date: -

Remarks

Reference frequencies + Add

Ref. Freq. (MHz)	Frequency type	Power dBW (eirp)	Power type	Tolerance
10755.000000	Carrier Frequency	30.0	Mean Power	±75 ppm

Emissions: +0m0d7wwx Remove

Cancel Save

+ Show radiation patterns

- Click **Save**.
- Click **Done** in the Spectrum details section. A ticked green icon displays for the Spectrum details indicating it has been completed and you are taken to the next section, (i.e. Transmit location details).

Craft Transmit Location details

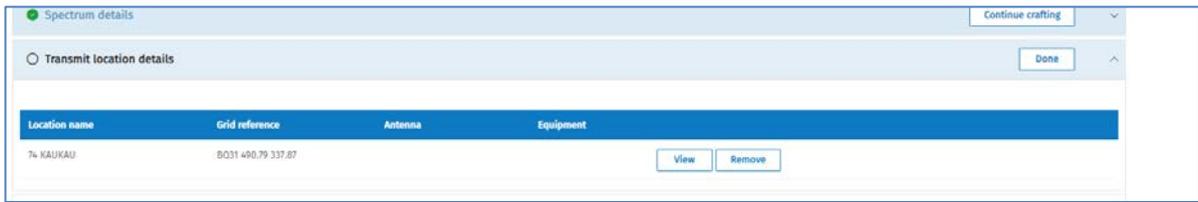
You now craft the transmit location for the licence.

- Type the location in the **Search transmit location** field, (e.g. Kaukau). This can be a location name, location ID or location description.
 - If required, click **More Options** to select a **Location Type** and/or **Georeference details**.
- Click **Search**. A list of matching locations displays.

Note: If you entered a location ID only one record displays.

ID	Location name	Location description	Altitude	Map	Easting	Northing	District	
42860	(AKL-006-023-A) [WKKU]_WAUKAUKAU		27	BA31	457.43	141.65	AK	Select
24932	74 KAUKAU	BCL base station site	426	BQ31	489.79	337.87	WN	Select
1369	KAUKAU		425	BQ31	489.79	337.87	WN	Select
22294	KAUKAU		425	BQ31	489.79	337.87	WN	Select
43188	KAUKAU		420	BQ31	489.79	337.87	WN	Select
24387	KAUKAU	Vodafone GSM cellular	437	BQ31	489.79	338.87	WN	Select

- Click **Select** next to the location you require.



- Click **View**. The transmit location details display to enter the antenna information.
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](#).

- Begin typing the antenna type in the **Search antenna** field, (e.g. 11g) and select the one you require from the list. Details of the selected antenna display below.
Note: If required, you can click the antenna identifier link to view the antenna record.
- Enter the height of the antenna in the **Height (AGL metres)** field, (e.g. 25). The **Azimuth** and **Elevation** fields are optional.
- Begin typing the equipment identifier, make or model in the **Search equipment** field, (e.g. Aviat) and select the relevant option from the list. Details of the selected equipment display below this field.
Note: If required, you can click the equipment identifier link to view the equipment record.
- Click **Save**. The transmit location record displays.



- Click **Done** in the Transmit location details section. A ticked green icon displays for the Transmit location details indicating it has been completed and you are taken to the next section, (i.e. Receive location details)

Craft Receive Location details

You now craft the receive location for the licence.

1. Type the receive location in the **Search receive location** field, (e.g. Towai). This can be a location name, location ID or location description.
 - If required, click **More Options** to select a **Location Type** and/or **Georeference details**.

2. Click **Search**. A list of matching locations displays.

Note: If you entered a location ID only one record displays.

ID	Location name	Location description	Altitude	Map	Easting	Northing	District	
1487	MT TOWAI		348	BQ32	616.78	333.86	WN	Select
4765	PAPATOWAI		20	CG14	292.42	376.90	OT	Select
26376	PAPATOWAI		500	CG14	313.38	399.96	OT	Select
40335	PAPATOWAI VRRF FIRE STATION	Papatowai Voluntary Rural Fire Force	20	CG14	293.43	375.91	OT	Select
15038	TOWAI		204	AW29	992.24	743.27	NL	Select
15825	TOWAI		310	BQ32	614.78	333.86	WN	Select

- Click **Select** next to the location you require. The selected receive location displays in the Receive location details area.

Location name	Grid reference	Antenna	Equipment
TOWAI	BQ32 614.78 333.86		

3. Click **View**. The receive location details display ready for you to enter the antenna information.
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](#).

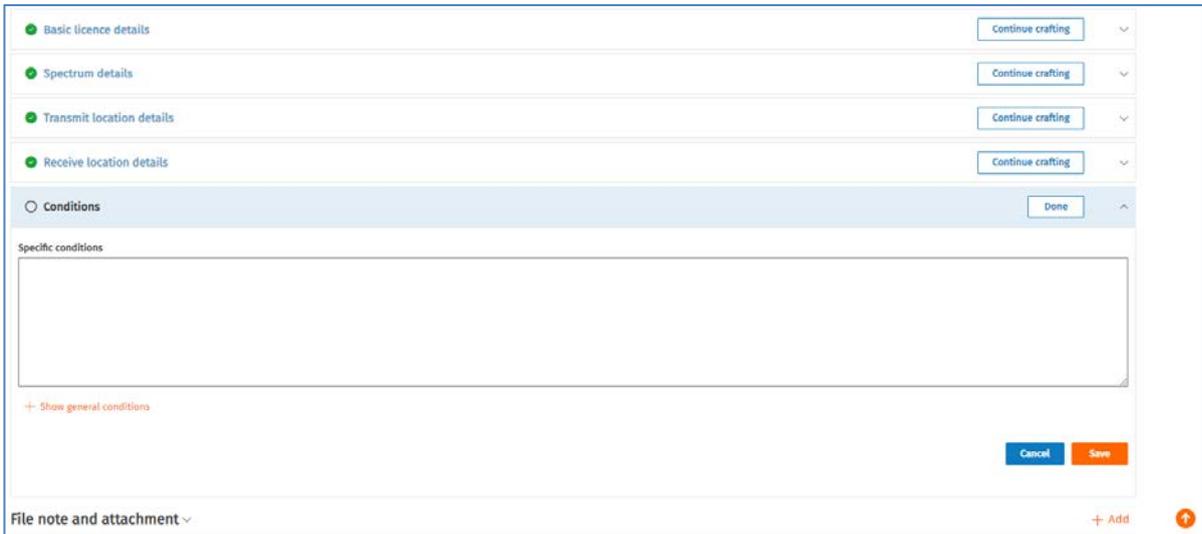
- Begin typing the antenna type in the **Search antenna** field, (e.g. 11g) and select the one you require from the list. Details of the selected antenna display below.
Note: If required, you can click the antenna identifier link to view the antenna record.
- Enter the height of the antenna in the **Height (AGL metres)** field, (e.g. 30). The **Azimuth** and **Elevation** fields are optional.
- Begin typing the equipment identifier, make or model in the **Search equipment** field, (e.g. Aviat) and select the relevant option from the list. Details of the selected equipment display below the field.
Note: If required, you can click the equipment identifier link to view the equipment record.
- Click **Save**. The receive location record displays.

Location name	Grid reference	Antenna	Equipment
TOWAI	BQ32 615.7800000 335.8600000	ANDREW VHLPK2.5-15	AVIAT ODU 600

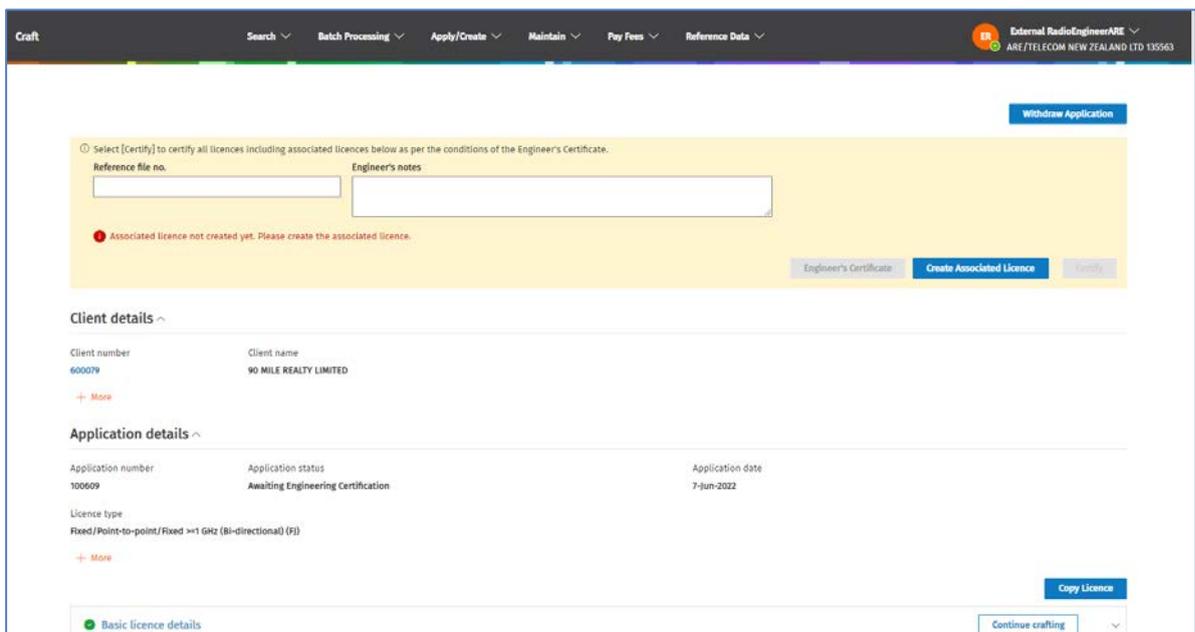
4. Click **Done** in the Receive location details section. A ticked green icon displays for the Receive location details indicating it has been completed and you are taken to the next section, (i.e. Conditions).

Craft Condition details

You now add any conditions to the licence, if applicable.



1. Enter any details of the condition of the licence in the **Special conditions** field, if appropriate and click **Save**.
Note: If there are no conditions, leave the field blank and go to the next step.
2. Click **Done** in the Conditions section. A ticked green icon displays for Conditions indicating it has been completed.
 - If additional edits are required to already crafted items, click **Continue crafting** for the section, make the edit then click **Done**.
 - If all crafting details are complete, (i.e. all sections display a ticked green icon), the *Craft* screen refreshes and displays a message to advise the associated record has not yet been created.
 - Go to [Create an Associated Licence Record](#).



Create an Associated Licence Record

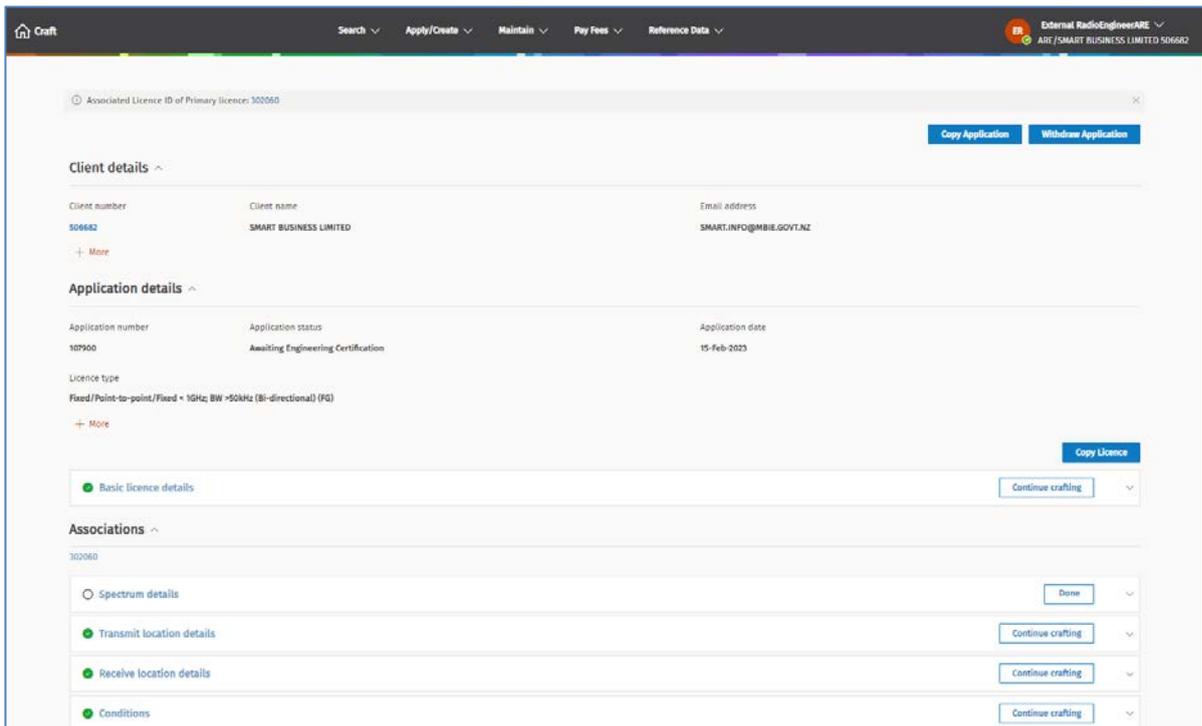
When all sections of the original licence are complete a ticked green icon displays in front of each section and the *Craft* screen displays new fields and options at the top of the screen. There is also a message to advise the associated record has not yet been created. In this example, it states that you need to create an associated record because this is a bi-directional licence.

The screenshot shows the 'Craft' application interface. At the top, there is a navigation bar with 'Craft' on the left and 'External RadioEngineARE ARE/TELECOM NEW ZEALAND LTD 135563' on the right. Below the navigation bar, there is a 'Withdraw Application' button. The main content area is a yellow box with a message: 'Select [Certify] to certify all licences including associated licences below as per the conditions of the Engineer's Certificate.' Below this message are two input fields: 'Reference file no.' and 'Engineer's notes'. A red error message states: 'Associated licence not created yet. Please create the associated licence.' At the bottom of the yellow box, there are three buttons: 'Engineer's Certificate', 'Create Associated Licence', and 'Certify'. Below the yellow box, there is a 'Client details' section with a dropdown arrow. The client details are: Client number: 600079, Client name: 90 MILE REALTY LIMITED.

1. Click **Create Associated Record**. RRF creates the associated licence record (based on the primary licence you created) and refreshes the screen. The Associated record number displays as a hyperlink under the **Associations** section with the **Retain** check box ticked.

The screenshot shows the 'Craft' application interface after clicking 'Create Associated Record'. At the top, there is a navigation bar with 'Craft' on the left and 'External RadioEngineARE ARE/SMART BUSINESS LIMITED 506682' on the right. Below the navigation bar, there is a 'Copy Application' button and a 'Withdraw Application' button. The main content area is a yellow box with a message: 'Select [Certify] to certify all licences including associated licences below as per the conditions of the Engineer's Certificate.' Below this message are two input fields: 'Reference file no.' and 'Engineer's notes'. A red error message states: 'Associated licence 302061 is not complete.' At the bottom of the yellow box, there are three buttons: 'Engineer's Certificate', 'Recreate Associated Licence', and 'Certify'. Below the yellow box, there is a 'Client details' section with a dropdown arrow. The client details are: Client number: 506682, Client name: SMART BUSINESS LIMITED, Email address: SMART.INFO@MBIE.GOV.NZ. Below the client details, there is an 'Application details' section with a dropdown arrow. The application details are: Application number: 107900, Application status: Awaiting Engineering Certification, Application date: 15-Feb-2023. Below the application details, there is a 'Licence type' section with a dropdown arrow. The licence type is: Fixed/Point-to-point/Fixed + 1GHz BW +50kHz (Bi-directional) (FG). Below the licence type, there is a 'Basic licence details' section with a dropdown arrow. The basic licence details are: Basic licence details. Below the basic licence details, there is an 'Associations' section with a dropdown arrow. The associations are: Retain: 302061.

2. Open the associate record to review and craft:
 - Scroll down the screen to **Associations** section and click the associated licence ID hyperlink to display the associated licence record. The primary licence ID hyperlink now displays in the **Associations** section.

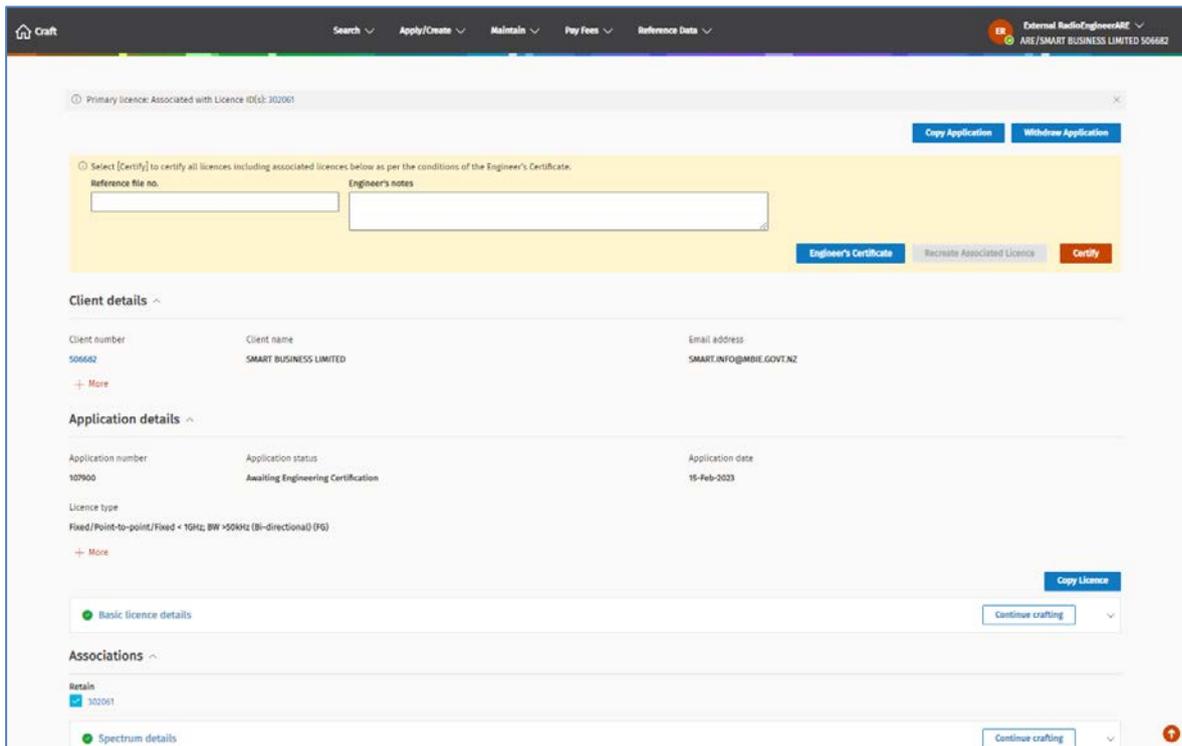


Note: The same sections display for the associated licence record, as for the Primary licence, (i.e. **Spectrum details, Transmit location details, Receive location details** and **Conditions**). A ticked green icon in front of each section indicates they are complete.

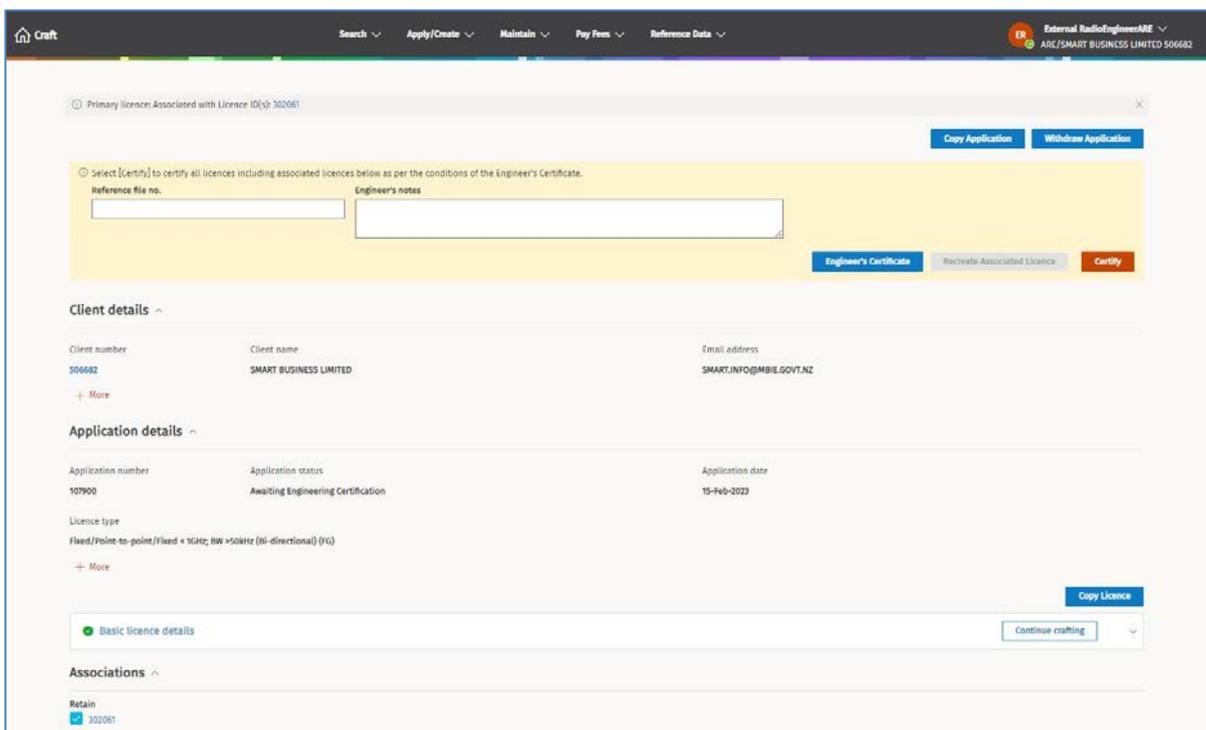
3. Click each section to view details and check the information is correct. The transmit and receive details will be reversed in the associated licence record.
 - If you need to edit or add any information for the associated licence:
 - Click **Continue crafting** for the relative section. The icon changes to a red exclamation mark (!) and allows you to edit details. The following example is for editing Spectrum details:



- Click **View**, make the edits you require, (e.g. change the **Power dBW (eirp)** field to 25) and click **Save**.
 - Click **Done**. The ticked green icon displays for the Spectrum details section.
4. Return to the Primary Licence record. To do this, either:
 - Click the licence ID hyperlink (below **Associations**), or
 - Click the back arrow of your browser.



- If you decide the associated licence needs to be recrafted or recreated click the **Retain** check box (to remove the tick) next to the associated record to deactivate the **Certify** button. You can either:
 - recraft the associated licence (or primary licence) or click **Recreate Associated Licence** to reset the parameters to be the same as the primary licence.
 - Return to the step above to open the Associated licence and craft it again.
- If crafting completed and the **Certify** button is not active, click the **Retain** check box (to add a tick) for each associated record.



5. Go to [Certify and Confirm Radio Licence](#).

Certify and Confirm Radio Licence

After creating the associated record for the licence you return to the primary licence record for the radio licence you are crafting.

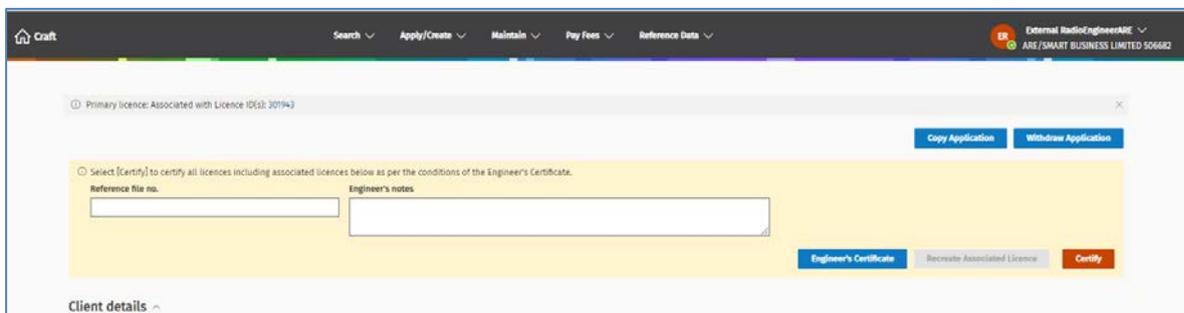
You now need to certify the radio licence to create the certificate then confirm the details to register the radio licence in Register of Radio Frequencies (the RRF).

The radio licence can be confirmed by the client or by an ARE or ARC if they have authority from the client.

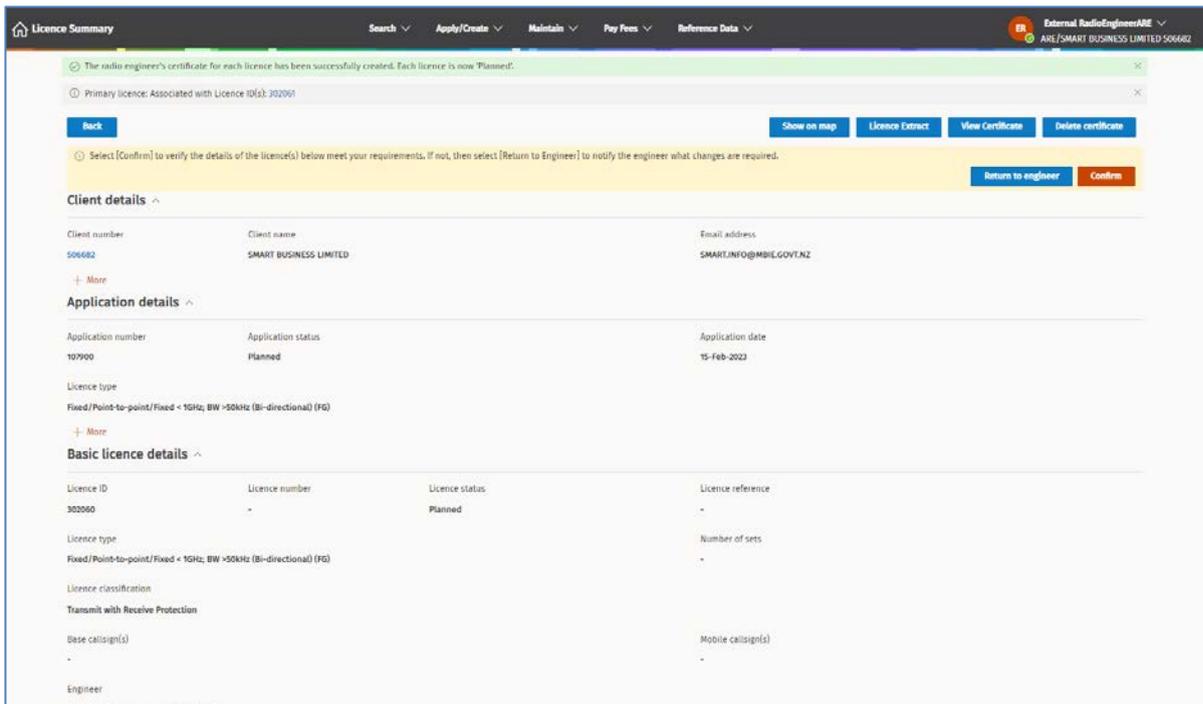
If you have more than one licence to certify or confirm, you can certify or confirm them at once rather than individually. Refer to [Certify or Confirm Multiple Applications](#).

Certify the radio licence

Only an ARE or ARC can certify a licence. You can only certify a licence after any associated licences have been completed.



1. Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate.
 - If required, click **Engineer's Certificate** to view what you (as the engineer) are certifying to.
 - If you find the associated licence needs to be re-crafted, untick the **Retain** check box and click **Recreate Associated Licence** to reset the parameters to be the same as the primary licence. Open the Associated licence and craft it again.
2. Click **Certify**. The *Licence Summary* screen displays with a message to advise the radio engineer's certificate has been successfully created and each licence has a status of **Planned**.
Note: Only an ARE or ARC can certify a licence.



Note: The **Return to engineer** button allows the client to return the application to the engineer for more crafting work if errors are found after certification.

3. Click **View Certificate** to review details to ensure they are correct.

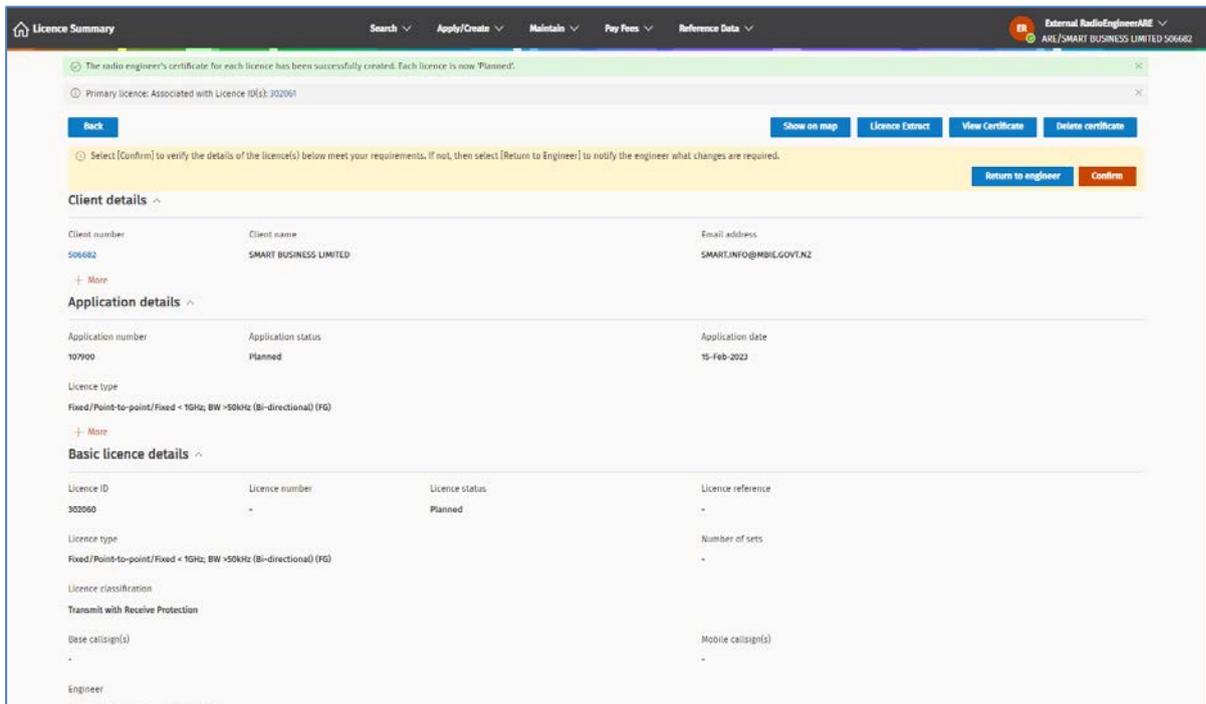
- If all details are correct:
 - Return to the *Licence Summary* screen.
 - Go to [Confirm the radio licence](#).

Note: If the client returns the application to you for rework you will receive a task in your *My Dashboard* screen. You will open the task and if you intend to make changes to the application, click **Delete Certificate** to remove the existing certificate.

Confirm the radio licence

The radio licence can be confirmed by the client or by an ARE if they have been given the authority by the client.

1. If appropriate, contact your client to advise them the licence is ready for them to confirm. If they are to complete this process, they will review the licence details and:
 - If all correct, they will click **Confirm**. The licence and it will go to the licensing Team who will check it against the RSM licensing policy for granting and advise the client the outcome and if granted, request payment.
 - If the client finds errors, they will click **Return to Engineer**, enter a **Rejection reason** and click **OK** to return it to the engineer (ARE) for re-work. The Engineer will receive a task in their *My Dashboard* screen for action.
2. If you, (i.e. ARE or ARC) have authority from your client to confirm the licence in the *Licence Summary* screen:



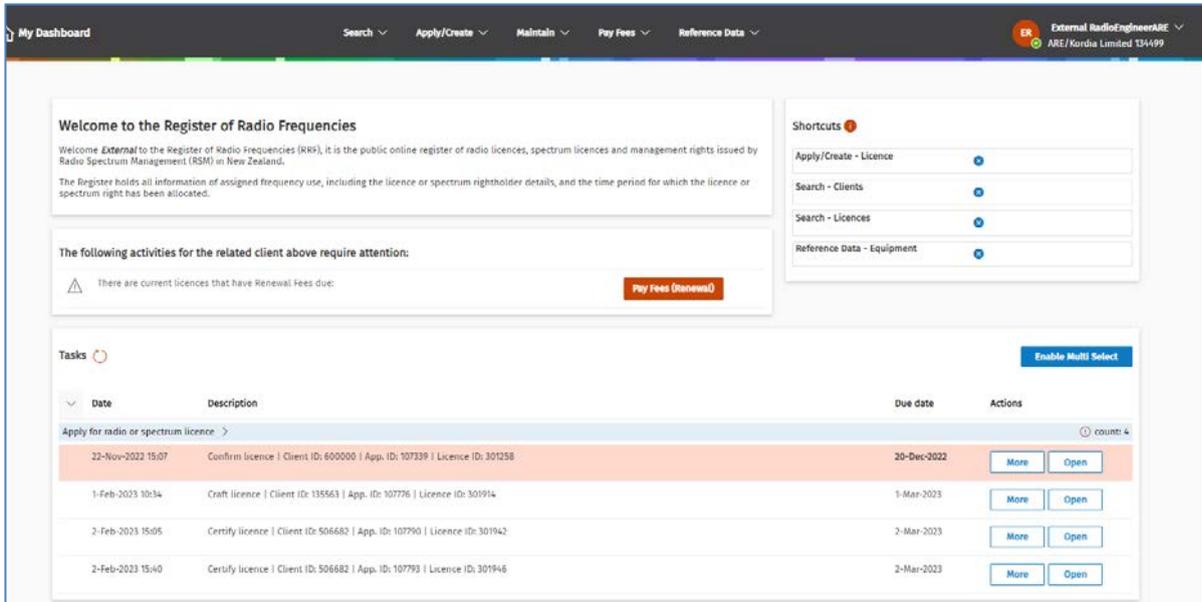
- Click **View Certificate** to review details (if required).
3. If all details are correct, click **Confirm**.
 - A message displays to advise the licence has been confirmed and assigned to the Licensing Team. The Licensing Team will check it against the RSM licensing policy for granting and advise.
 - Close the *Licence Summary* screen.
 4. When you receive advice from the licensing team, go to [Receive Outcome from Licensing Team](#).

Certify or Confirm Multiple Applications

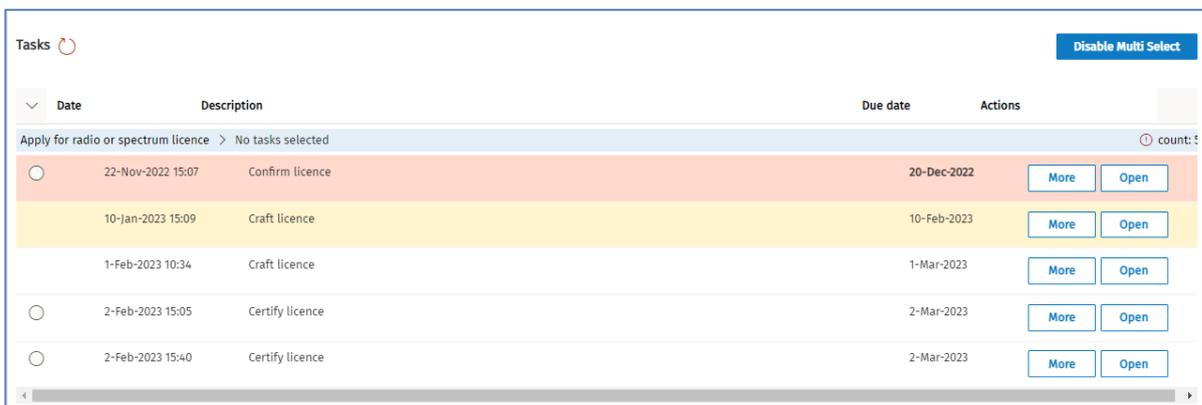
When you have more than one application to certify or to confirm, you can certify or confirm them at once rather than individually.

Certify multiple radio licences

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



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



3. Click the **Select** check box in front of the first application to confirm. Only those applications with the 'certify' call to action task will be listed to select.
4. Select the other radio 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.

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

Certify licence

Select the CERTIFY option to certify all the selected licence applications (including associated licences if applicable) as per the conditions of the Engineers Certificate.

Reference File No.

Optional

Engineer's Notes

Optional

Note: This example is for the Certify call to action.

6. 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.
7. Click **Certify**. A message displays advising the selected applications are now certified.

Confirm multiple radio licences

Follow these steps to confirm multiple radio licences. Refer to the screen shots for Certify multiple radio licences above.

1. Display your 'My Dashboard' screen and go to the **Tasks** area.
2. Click **Enable Multi Select**. A radio button displays in front of each task.
3. Click the **Select** check box in front the first application to confirm. Only those applications with the 'confirm' call to action task will be listed to select.
4. Select the other radio 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.
5. Click **Action Selected**. The Confirm call to action displays.

Confirm planned licence

Select the CONFIRM LICENCE option to progress these selected licence applications or RETURN TO ENGINEER for these selected licence applications.

Reason application returned to engineer

- If you decide 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 for each application in their *My Dashboard* screen for action.
6. Click **Confirm Licence**. The selected applications are now confirmed.
 - A message displays to advise the licence(s) are confirmed and assigned to the Licensing Team. The Licensing Team will check it against the RSM licensing policy for granting and advise.
 7. When you receive advice from the licencing team go to [Receive Outcome from Licensing Team](#).

Receive Outcome from Licensing Team

When the Licensing Team has examined the licence application and completed their licensing checks, you and/or your client will receive an email to advise whether it has been granted.

Should the licence application require rework, it will be sent back to you and display in your *My Dashboard* screen.

1. If the Licensing Team Examiner referred the licence application back to you for rework, it will display under in your *My Dashboard* screen.
 - Go to the **Tasks** section and locate the licence application.
 - Click **Open** to display the record,
 - Complete the rework required and click **Certify**
 - Either get the client to confirm the licence details or if you have authority for the client, click **Confirm**.
 - Wait for advice from the licensing Team and repeat this process.
2. If the Licensing Team Examiner grants the licence, it is now ready for the Licence fee to be paid.
 - If you are paying on behalf of your client, you will receive an email requesting payment. Refer to [Pay a licence](#) in the RSM Website.
 - If the client needs to pay the licence fee, they will receive an email and action the payment to complete.
 - Once the licence fee has been paid, the radio licence will have a status of Current and display on the Register.

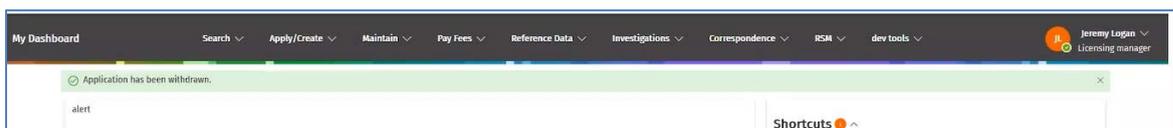
The process ends.

Withdraw a Licence Application

You have the option to withdraw a licence application if you find an error in the submitted application. For example, a wrong callsign, wrong ship name, you have the right client, but the wrong entity for that client, etc.

Note: You can only withdraw a licence application before certifying or when the client declines the application after certification and returns it to the engineer.

1. In the *Licence Summary* 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 licence application again, if required.

The process ends.

Add Reference Data

An ARE and ARC can add the following reference data if it does not exist in the RRF. The reference data you can add is:

- Add Equipment
- Add Antenna
- Add Location

Once added, the reference data will display in the drop down list for selection a transmit or receive location for your licence.

Add Equipment

Follow these steps to add new equipment to the reference data for RRF.

2. Display the **My Dashboard** screen.
3. Select **Reference Data > Equipment**. The *Search Equipment* screen displays.

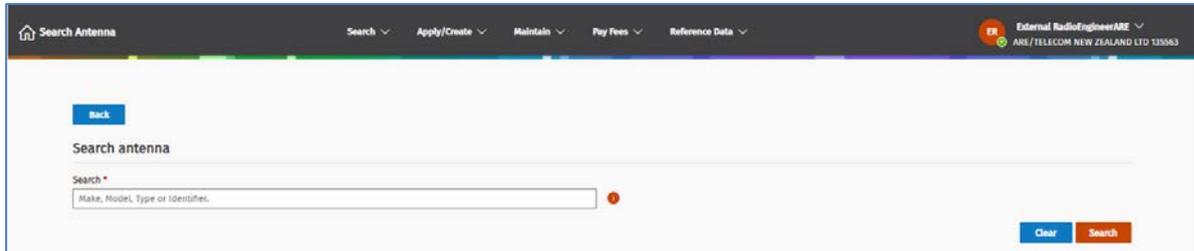
4. Perform a search for the equipment.
 - Enter the make, model or type of equipment to search for and click **Search**.
 - Check the search results to ensure the equipment doesn't already exist.
5. Click **Add a New Equipment** to display the *Create Equipment* screen.

6. Enter details of the equipment in the fields. Ensure you complete the mandatory fields and add any information in the **Remarks** field (if required).
7. Click **Save**. This new equipment will now display for you to select from the drop down list when adding equipment to a transmit or receive location while crafting a licence.

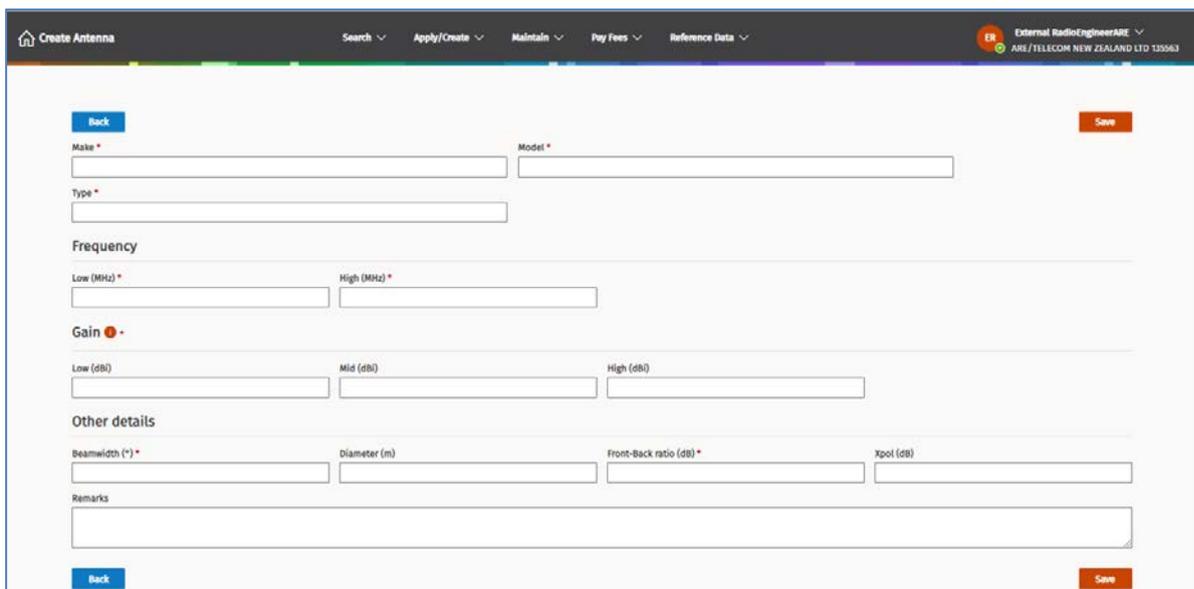
Add Antenna

Follow these steps to add a new antenna to the reference data for RRF.

1. Display the **My Dashboard** screen.
2. Select **Reference Data > Antenna**. The *Search Antenna* screen displays.



3. Perform a search for the antenna.
 - Enter the make, model or type of antenna to search for and click **Search**.
 - Check the search results to ensure the antenna doesn't already exist.
4. Click **Add a New Antenna** to display the *Create Antenna* screen.

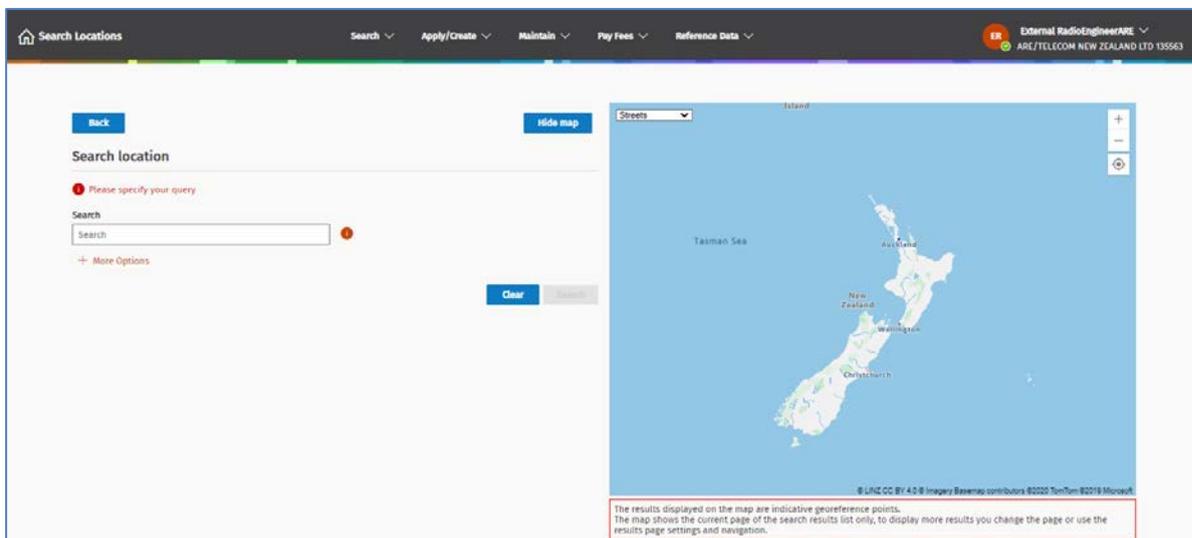


5. Enter details of the antenna in the fields. Ensure you complete the mandatory fields and add any information in the **Remarks** field (if required).
6. Click **Save**. This new antenna will now display for you to select from the drop down list when adding an antenna to a transmit or receive location while crafting a licence.

Add Location

Follow these steps to add a new location to the reference data for RRF.

1. Display the **My Dashboard** screen.
2. Select **Reference Data > Locations**. The *Search Locations* screen displays.



3. Perform a search for the location. Hide the map, if required.
 - Enter the keyword for the location or its description to search for and click **Search**.
 - Check the search results to ensure the antenna doesn't already exist.
4. Click **Add a Location** to display the *Create Location* screen.

5. Enter details of the location in the fields. Ensure you complete the mandatory fields and add information in the **Location description** and **Site owner details** fields (if required).
6. Click **Save**. This new location will now display for you to select from the drop down list when adding a location of a transmit or receive location while crafting a licence.